GTC
Business Applications

User's Manual

Version 5.0

Publisher: Glorious Technology Company Limited

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Printed in China

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* GAS stands for GTC Accounting System
GIS stands for GTC Invoicing System
GOS stands for GTC Quotation and Ordering System
GRS stands for GTC Retailing System

Chapter 1 Installation

1.1 Before Installation

Before installation, please check the followings:

a) Hardware requirements
-Intel Pentium II 450Mhz CPU or faster
-64MB RAM or above
-Hard disk space for GTC applications is about 300MB. The space for data depends on the volume of your data. 100MB HDD space for data is recommended.
-1024x768 resolutions
-One USB port

b) Operating System
-Microsoft 2000(SP6), XP, VISTA or 7
-Please use Administrator authority to log in the Operating System

c) Folders for GTC applications and Data
-Default folder for GTC applications is c:\gtc\gbs50p (Professional Edition) or c:\gtc\gbs50i (Enhanced Edition). Normally, GTC applications should be installed in local hard disk, either single user version or network version, to enhance the performance.
-If the data will be shared in network, the permission of data folder for Read, Write, Add and Delete should be assigned.

d) Create a company data
-Set up Account Period carefully when create a company data.
-Set up some basic information for Customers, Vendors, Stocks, Payment Methods and Employee, etc.

e) Install Firebird/Interbase Server
GTC application is a SQL database application. Firebird/Interbase server must be installed. Firebird 2.1.4.18393 (or newer version) or Interbase 2007 (or newer version) is required. Firebird/Interbase server and any databases you create or connect to must reside on a hard drive that is physically connected to the host machine. You cannot locate components of the server, or any database, on a mapped drive, a file system share or a network file system. If Firebird/Interbase is installed in another computer, following information should be collected:
i) Server name/Computer name or IP address: e.g. FirstServer or 192.168.1.1
ii) Data folder and database's file name in server: the default file name of database is GBSI.FDB. For example, C:\GTC\GBS50i\DATA\GBSI.FDB.
iii) Firebird/Interbase's user name and password: any tools which need to connect Firebird/Interbase's database file requires this information. The user name of administrator of Firebird/Interbase is SYSDBA and password is masterkey. For security reasons, we suggest to change the password of SYSDBA immediately.
iv) If Firebird 1.5 or above is installed in Linux operating system, the installer will generate a random SYSDBA password and store that in /opt/firebird/SYSDBA.password.

v) The permission of data folder for Read, Write, Add and Delete should be assigned to the service of Firebird/Interbase.

For more information of Firebird/Interbase, please refer its user manual or the chapter of [How to install Firebird] in this manual.

Note: Firebird/Interbase both are not the product of GTC Technology Company Limited. GTC Technology Company Limited and the distributors are not responsible for any warranty and support to Firebird/Interbase. The official web site of Firebird and Interbase is http://www.firebirdsql.org and http://www.interbase.com respectively.

1.2 Execute Installation Program

Please shut down all running programs before GTC applications installed. Put GTC applications CD into your CD-ROM. Figure 1-2 is displayed.

If Installation Program can't be automatically executed, please click [Start] button to choose Run function. Type D:\SETUP (D:\ is CD-ROM) in dialog box. Of course, you can also execute SETUP.EXE in GTC applications CD by yourself.

* Please don't insert USB Software Dog into your computer before Installation Program completed.

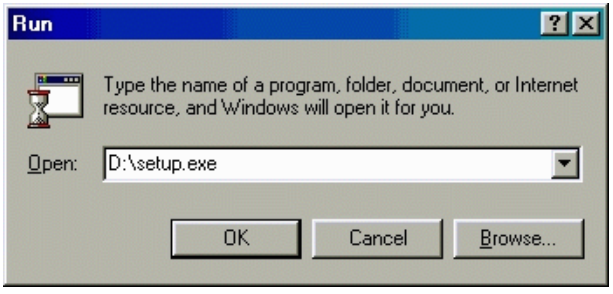


Figure 1-1 Run in MS Windows

1.3 Installation Steps

After Installation Program being run, the interface for language selection will be displayed. Only matched with the language code of your MS Windows, the character set can be displayed correctly. Otherwise, non-readable character will happen. Please choose the correct Language:

Figure 1-2 Select Language

Click [OK] button after the desired language selected. Then, go to next step:

Welcome
Welcome to GTC Business Applications for SME Enhanced Edition 5.0 Setup program. This program will install GTC Business Applications for SME Enhanced Edition 5.0 on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program .
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law
Next >
Cancel

Figure 1-3 Welcome

Press [Next] button to install the Application.

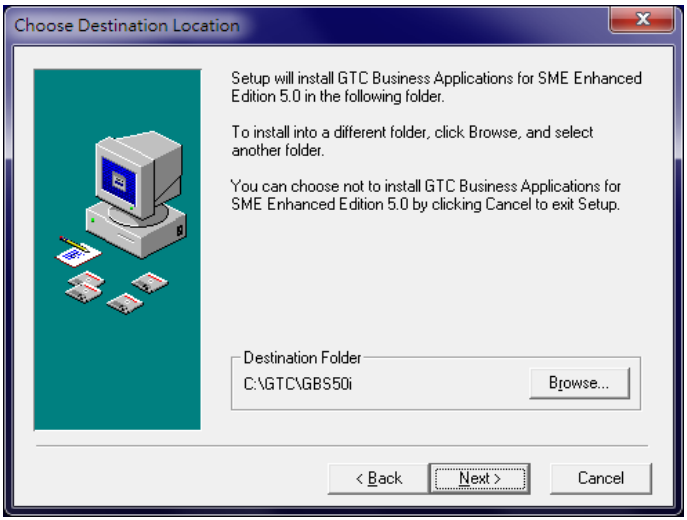

Choose Destination Location
Setup will install GTC Business Applications for SME Enhanced Edition 5.0 in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install GTC Business Applications for SME Enhanced Edition 5.0 by clicking Cancel to exit Setup.
Destination Folder
C:\GTC\GBS50i
Browse...
< Back
Next >
Cancel

Figure 1-4 Destination Folders

Default folder for GTC Applications installed is C:\gtc\gbs50p (Professional Edition) or c:\gtc\gbs50i (Enhanced Edition). Click [Browse(R)] button to install to another folder. Otherwise click [Next (N)] to continue.

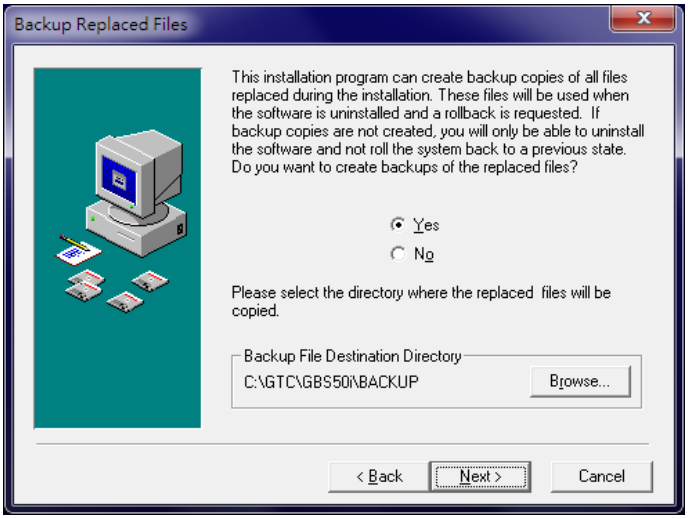

Backup Replaced Files
This installation program can create backup copies of all files replaced during the installation. These files will be used when the software is uninstalled and a rollback is requested. If backup copies are not created, you will only be able to uninstall the software and not roll the system back to a previous state. Do you want to create backups of the replaced files?
Yes
No
Please select the directory where the replaced files will be copied.
Backup File Destination Directory
C:\GTC\GBS50i\BACKUP
Browse...
< Back
Next >
Cancel

Figure 1-5 Destination Folders for Backup Files

If [Yes] selected in Figure 1-5, the directory for backup file is required. Otherwise, the Application will go to next step:

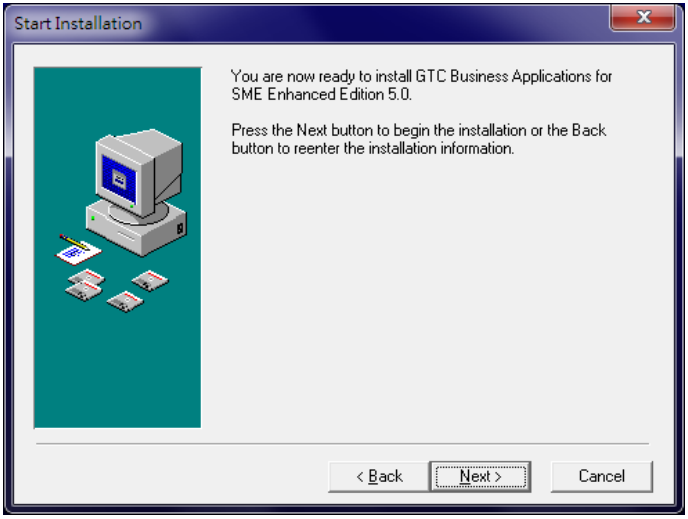

Start Installation
You are now ready to install GTC Business Applications for SME Enhanced Edition 5.0.
Press the Next button to begin the installation or the Back button to reenter the installation information.
< Back
Next >
Cancel

Figure 1-6 Ready to install

Click [Next] button, the Application will be automatically installed. When the Application is successfully installed, the following screen will be displayed. Otherwise, you should install once again.

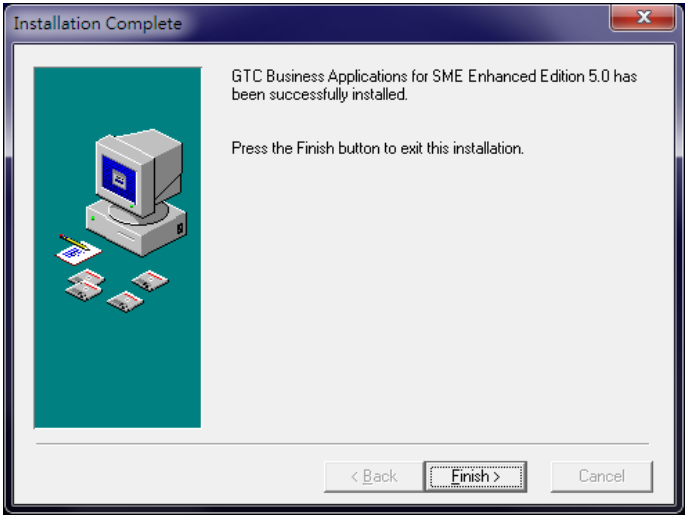

Installation Complete
GTC Business Applications for SME Enhanced Edition 5.0 has been successfully installed.
Press the Finish button to exit this installation.
< Back
Finish >
Cancel

Figure 1-7 Installation Completed

Firebird Installation will be executed after GTC Applications installed. Please choose [Full installation of server and development tools] if this computer will be also worked

as a role of database server. Otherwise, please choose [Minimum client install – no server – no tools] for this computer.

The detail procedures for installing Firebird / Interbase, please refer to the user manual of Firebird / Interbase or the chapter of [Firebird Installation] in this manual.

1.4 Network Version Installation

If GTC applications are used in local network, please execute the Installation Program in each workstation.

1.4.1 Installation in server side

a) Execute GTC installation program in server.
b) Select [Yes] to install the database program, Firebird.
c) If no message showed to install Firebird, please check whether Firebird installed. If not, please execute the installation program in the folder of Firebird under GTC installation folder. Default folder is c:\gtc\gbs50p (Professional Edition) or c:\gtc\gbs50i (Enhanced Edition). Firebird installation program can also be downloaded from http://www.firebirdsql.org.
d) Select [Full installation of server and development tools] when Firebird installing.
e) [Server Name] in [Multi Company Control] can be the name of this computer, LocalHost or 127.0.0.1.

1.4.2 Installation in client side

a) Execute GTC installation program in server.
b) Select [Yes] to install the database program, Firebird.
c) If no message showed to install Firebird, please check whether Firebird installed. If not, please execute the installation program in the folder of Firebird under GTC installation folder. Default folder is c:\gtc\gbs50p (Professional Edition) or c:\gtc\gbs50i (Enhanced Edition). Firebird installation program can also be downloaded from http://www.firebirdsql.org.
d) Select [Full installation of server and development tools] when Firebird installing if there is a need to store the data in this computer. Otherwise, [Minimum client install – no server – no tools] should be selected.
e) [Server Name] in [Multi Company Control] should be the name or IP address of the server. If the data restored in the computer, [Server Name] should be the name of this computer, LocalHost or 127.0.0.1.

To create a company data which can be accessed automatically by other workstations, please refer to following steps:

a) Share a folder for public in server, e.g. gtcmcom. Please share the security permission of this folder to Read, Write, Add and Delete.
b) Map the shared folder as local drive in client side computer, e.g. Z:\.

c) Find and execute gcfg.exe in GTC installation folder. Default folder is c:\gtc\gbs50p (Professional Edition) or c:\gtc\gbs50i (Enhanced Edition).
d) Input the name set in (b) (e.g. Z:\) in [Multi-Company Data Path] of [Local Configuration Tools]. Or input \\ServerName\gtcmcom to replace the method (b).
e) Press [Save and Exit] when finished.

1.5 Software Dog installation

In the package, there is a hardware protection device - Software Dog that shall be inserted into USB port. Otherwise, it will be treated as a trial version. The trial version is just same as released version except there is a limitation, up to 100 records. Thus, if trial version had been installed, there is no need to install the Application again provided that the version is same and Software Dog is installed.

1.5.1 Installation Steps:

a) Install GTC applications firstly.

b) Insert Software Dog into USB port of the computer. Operating System will install Software Dog Driver automatically. During the process, you may be asked to press [OK] button.

If there is a problem, please search a file named MicroDogInstdrv.exe in Driver folder under the folder of GTC Applications installed. Default folder is C:\gtc\gbs50p\Driver (Professional Edition) or c:\gtc\gbs50i\Driver (Enhanced Edition). Double click this file and press [Install Driver] to install Software Dog driver.

If there is no USB port in your computer, please contact us.

1.5.2 Un-installation

To un-install Software Dog driver, please search a file named MicroDogInstdrv.exe in Driver folder under the folder of GTC Applications installed. Default folder is C:\gtc\gbs50p\Driver (Professional Edition) or c:\gtc\gbs50i\Driver (Enhanced Edition). Double click this file and press [Uninstall Driver] to uninstall Software Dog driver.

Chapter 2 Functions and Operations

2.1 Multi Company Control System

Multi Company Control is to handle different data for different companies or different financial years.

2.1.1 Create a company data

The following figure will be displayed when you open Multi Company Control System. Fill in relevant information, press [Save] to save the record and exit. To abort the record, just press [Cancel] to exit without save.

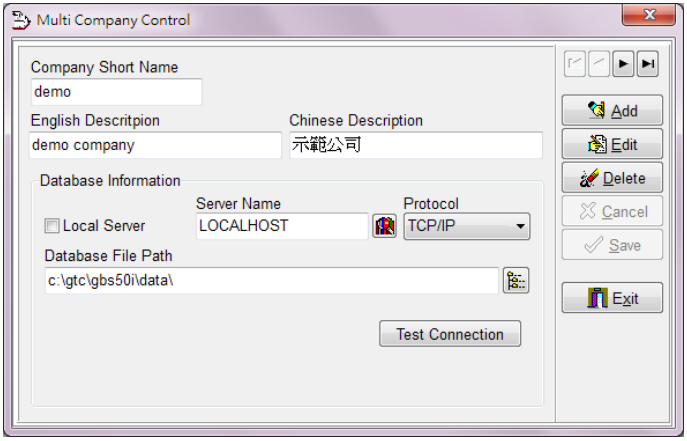


Figure 2-1 Multi Company Control System

Company short name Company short name is the name of a company data and used for the name of data path. Please just use letter or number for company short name. The requirement for creating a name of data path, please refer to the requirement of your Operating System.
For example, if “demo” is the company short name, the database name will be demo.fdb.
Note: if Firebird/Interbase is installed in Linux, “demo” and “Demo” will be treated as two different names.

English Description Detail description in English for a company data.

Chinese Description Detail description in Chinese for a company data.

Database Information:

Local Server Please mark ‘✓’ if Firebird/Interbase server and GTC applications are

installed in same computer. Otherwise, please cancel '✓'.

Server Name — Computer Name or IP address of Firebird/Interbase server installed: e.g. FirstServer or 192.168.1.1. If Local Server be chosen, Server Name and Protocol will be hidden.

Protocol — Protocol is used for the communication between GTC Applications and Firebird / Interbase server. Please ensure that the client machine is able to see the host machine in the network. For example, if the server's IP address in the domain that is visible to the client is 192.168.1.1, go to a command shell and type the command ping 192.168.1.1 substituting this example IP address for the IP address that the server is broadcasting.
TCP/IP protocol is recommended to be used.

Database File Path
The path for database file. It should be the directory in the computer with Firebird / Interbase server installed. For example, the database file will be in the directory of the computer with Firebird / Interbase server installed is c:\gtc\gbs50p\data (Professional Edition) or c:\gtc\gbs50i\data (Enhanced Edition). Thus, the database file path should be filled with c:\gtc\gbs50p\data (Professional Edition) or c:\gtc\gbs50i\data (Enhanced Edition).
All database files should be in same directory with different file names. For example, the file name for ABC Company is abc.fdb or for demo company is demo.fdb. These two database files both are in c:\gtc\gbs50p\data (Professional Edition) or c:\gtc\gbs50i\data (Enhanced Edition).
The authority of database server to read, add, edit and delete in database file directory should be assigned in this directory.

User Name / Password
It is for Firebird / Interbase. The default user name and password of Firebird / Interbase's administrator account, SYSDBA and masterkey respectively, will be used.
The fields of user name and password is hidden. Press [F5] to disclose or hidden the fields.

Test Connect — It is to test whether GTC Applications connects with Firebird / Interbase server and check whether the database file exists. If the connection is OK but the database file doesn't exist, the database file will be generated automatically on request.

2.1.2 Open a company data

All company data are shown in Multi Company Control System. Please use the mouse to double click a company data or choose a company data and then press [Enter].

2.1.3 Edit a company data

The existing company data can be altered by pressing the button [Edit].

There are some tips for your reference.
1) Company Short Name can't be altered. You can delete the existing one and add a new company data to replace the existing one.
2) If the data path is altered, the existing data will not be moved to a new directory. Moreover, the data in the original folder will not be deleted for security reason.

2.1.4 Delete a company data

To delete an existing company data, you can just press the button [Delete]. However, the Application will not delete the data in the original folder for security reason. If you want to delete the data in the original folder, you should do it via Operating System, such as Windows Explore.

If you have not deleted the data in the original folder and want to read the data again, you can just create a company data and type the data path as the original path.

2.2 First time to the Application

The Application will automatically execute the initialization when the user is first time to the Application. There are some basic information should key in. Of course, this information can be altered lately.

Firstly, the Application will show User Login interface (default user name and password is SUPERVISOR and PASSWORD respectively). And then, the interface for Company Information, Currency, System Numbers, Warehouse(GIS & GOS & GRS) (Enhanced Edition only), Tax File (GIS & GOS & GRS) and Accounting Period (GAS) will be shown. Please input the information according to your company.

2.3 Exit

Use the mouse to double click Exit icon on Functions bar or select Exit on main menu.

Note: Please exit the Application before shut down the computer. It may cause damage on data if the computer has been shut down or stop inappropriately before exit the Application.

2.4 Menu

2.4.1 Main Menu

There are many functions in Main Menu.

Main Menu of GTC Accounting System including:

The functions include Transfer Voucher Entry, Income Voucher Entry, Expenses Voucher Entry, Debit Note Entry, Credit Note Entry, Bank Reconciliation, A/R Payment Entry, A/P Payment Entry, Language, Set Default Language, Login as Other User and Exit.

Transfer Voucher Entry	It is for user to Read, Add, Edit and Delete a transfer voucher.
Income Voucher Entry	To handle Income Voucher related with bank.
Expenses Voucher Entry	To handle Expense Voucher related with bank.
Debit Note Entry	To input the information of Debit Note and send notice to customers.
Credit Note Entry	It is for user to input the information of Credit Note and send notice to vendors.
Bank Reconciliation	It is to reconcile the transactions of bank accounts.

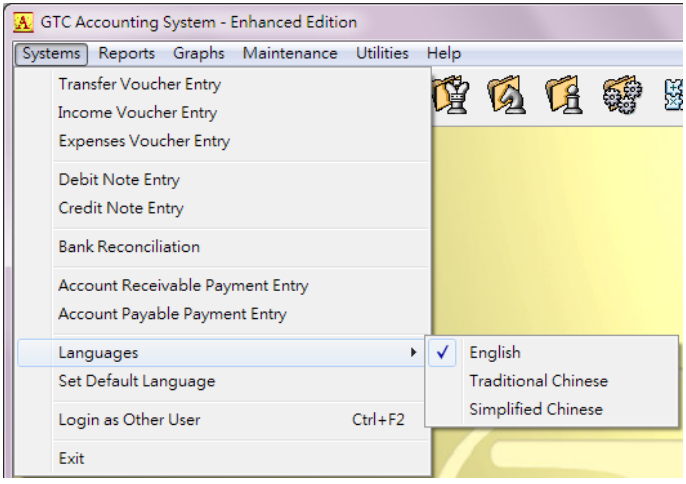


Figure 2-2 Main menu of GAS

A/R Payment Entry	It is to record the payment of individual invoice and to settle A/R. The information is useful to prepare monthly statement to customer and for A/R analysis.

A/P Payment Entry — It is to record the payment of vendor invoice and to settle A/P.

Main Menu of GTC Invoicing System including:

The functions include Sales Invoice Entry, Sales Return Entry, Vendor Invoice Entry, Purchase Return Entry, Delivery Note Entry, Packing List Entry, Pickup List Entry, Stock Transfer Note Entry, Stock Adjustment Entry, A/R Payment Entry, A/P Payment Entry, Language, Set Default Language, Login as Other User and Exit.

Sales Invoice Entry — To Browse, Add, Edit and Delete a sales invoice.

Sales Return Entry — To handle sales return from customer.

Sales Invoice Return Entry — To handle the large volume of the delivered invoices and the payment of these invoices daily.

Vendor Invoice Entry — It is to input vendor invoices and to handle stock and A/P.

Purchase Return Entry — To handle purchase return to vendor.

Delivery Note Entry — It is to handle the delivery of goods. The content can be copied from sales invoice and modified partly by user.

Packing List Entry — It is to input the information of a packing list.

Pickup List Entry — To handle the consolidation of stocks for different invoices.

Stock Transfer Note Entry (Enhanced Edition only) — It is to transfer the stock from one warehouse to another warehouse.

Stock Adjustment — It is for user to adjust the quantity of individual stock. This function can be used when the actual stock quantity is different from book balance caused by material loss, stolen, etc.

Stock Take Entry — It is for user to input the stock take quantities of individual stock. The System will compare with Stock On Hand quantities and adjust the quantities automatically. It supports the importation of the text file generated from Data Collector.

A/R Payment Entry — It is to record the payment of individual invoice and to settle A/R. The information is useful to prepare monthly statement to customer and for A/R analysis.

A/P Payment Entry — It is to record the payment of vendor invoice and to settle A/P.

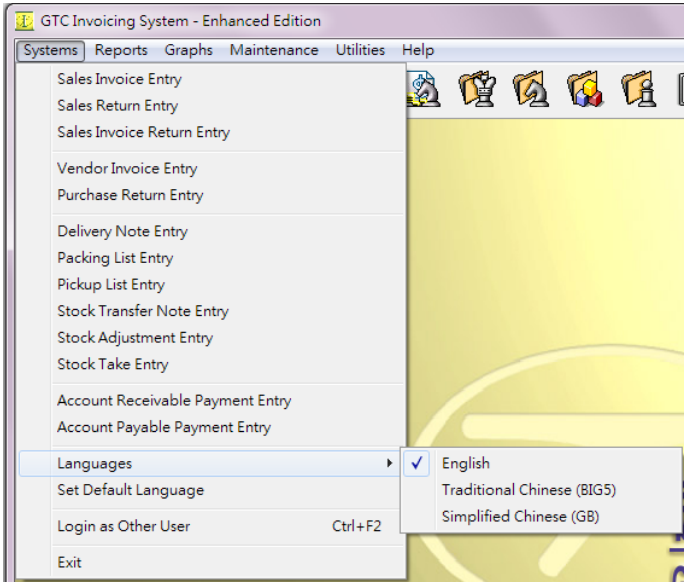


Figure 2-3 Main menu of GIS

Main Menu of GTC Quotation& Ordering System including:

The functions include Quotation Entry, Sales Order Entry, Purchase Order Entry, Stock Transfer Note Entry and Stock Adjustment, Language, Set Default Language, Login as Other User and Exit.

Quotation Entry — To Browse, Add, Edit and Delete a quotation.

Sales Order Entry — To handle customer's sales order.

Purchase Order Entry — To handle the purchase from vendor.

Stock Transfer Note Entry (Enhanced Edition only)
It is to transfer the stock from one warehouse to another warehouse.

Stock Adjustment — It is for user to adjust the quantity of individual stock. This function can be used when the actual stock quantity is different from book balance caused by yield, stolen, etc.

Stock Take Entry — It is for user to input the stock take quantities of individual stock. The System will compare with Stock On Hand

quantities and adjust the quantities automatically. It supports the importation of the text file generated from Data Collector.

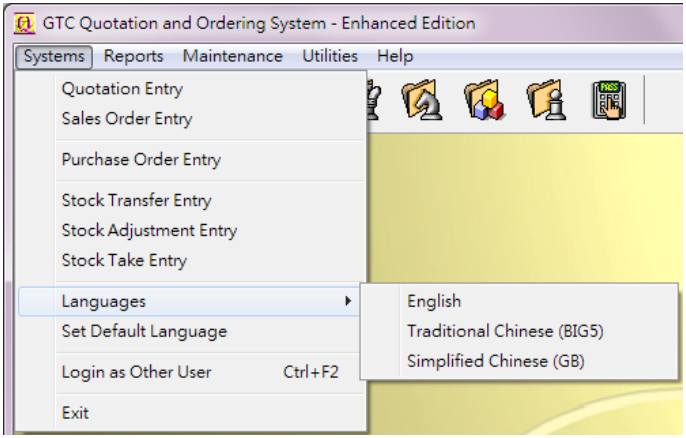


Figure 2-4 Main menu of GOS

Common functions:

Language	In Language menu, there are three choices: English, Traditional Chinese and Simplified Chinese.
Set default Language	You can use this function if designated language interface is to be used for every entry.
Exit	To shut down the Application and release RAM. Exit button on Function bar has same function.

2.4.2 Report menu

There are many kinds of reports. All reports are helpful to analyze your company's operation and financial position. Please refer to the report samples.

Report menu of GTC Accounting System:

The categories of reports are: General Ledger Reports, Account Receivable Reports, Account Payable Reports, Debit Note/Credit Note Reports, Job Reports (Enhanced Edition only) and Staff Reports.

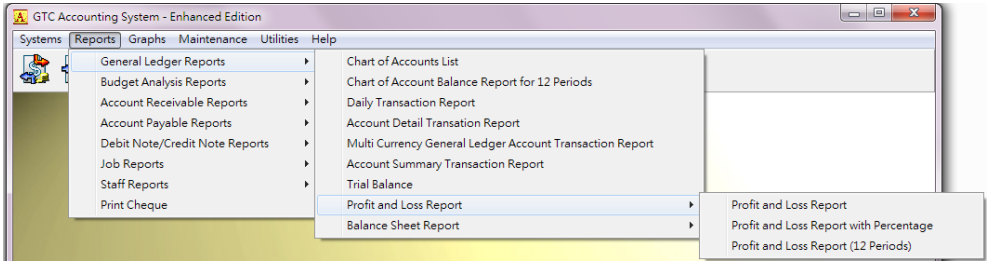


Figure 2-5 Reports menu of GAS

Report menu of GTC Invoicing System:

The categories of reports are: Account Receivable Reports, Account Payable Reports, Stock, Sales Analysis Reports, Sales Analysis by Class Reports, Purchase Analysis Reports, Purchase Analysis by Class Reports, District Reports, Job Reports (Enhanced Edition only), Brand Reports, Delivery Note Reports, Staff/Salesman Reports and Tax Reports.

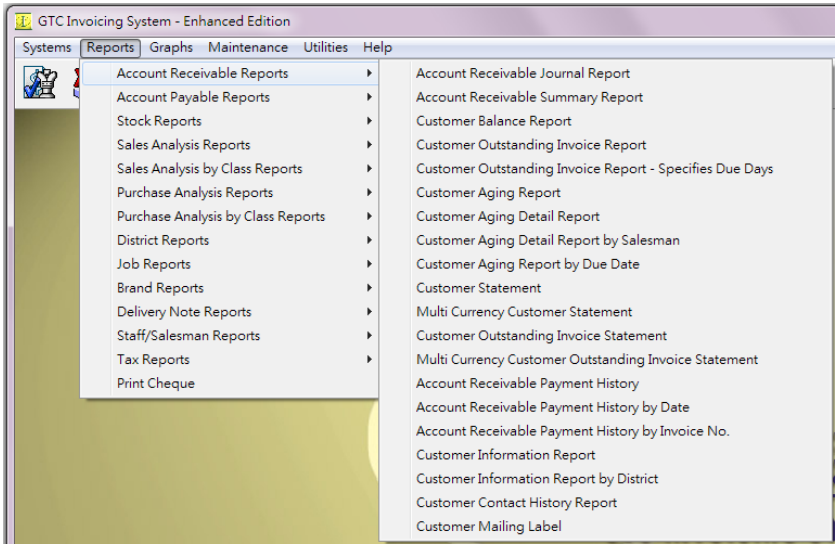


Figure 2-6 Reports menu of GIS

Report menu of GTC Quotation and Ordering System:

The categories of reports are: Quotation Reports, Sales Order Reports, Purchase Order Reports, Customer/Vendor Reports, Stock Reports and Staff/Salesman Reports.

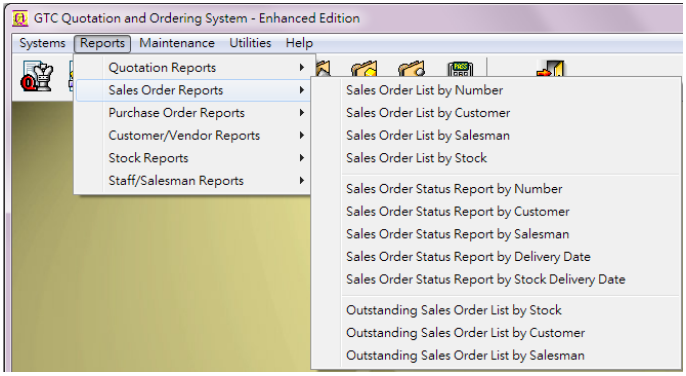

GTC Quotation and Ordering System - Enhanced Edition
Systems
Reports
Maintenance
Utilities
Help
Quotation Reports
Sales Order Reports
Purchase Order Reports
Customer/Vendor Reports
Stock Reports
Staff/Salesman Reports
Sales Order List by Number
Sales Order List by Customer
Sales Order List by Salesman
Sales Order List by Stock
Sales Order Status Report by Number
Sales Order Status Report by Customer
Sales Order Status Report by Salesman
Sales Order Status Report by Delivery Date
Sales Order Status Report by Stock Delivery Date
Outstanding Sales Order List by Stock
Outstanding Sales Order List by Customer
Outstanding Sales Order List by Salesman

Figure 2-7 Reports menu of GOS

2.4.3 File Maintenance menu

All system files are under File Maintenance menu. Before input any transactions, you should finish these system files.

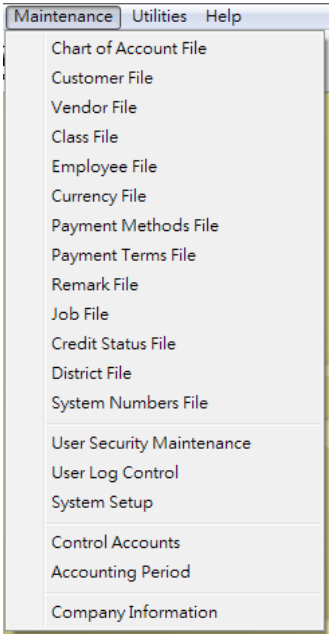


Figure 2-8 File Maintenance of GAS

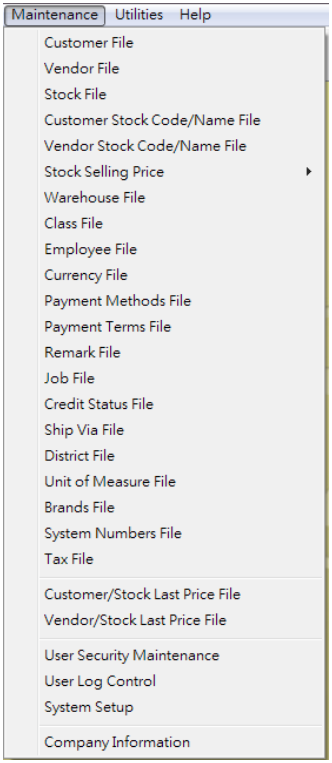


Figure 2-9 File Maintenance of GIS & GOS

2.4.4 Utilities menu

Backup Data — It is to compress the data to the target directory which can be floppy diskette, hard disk, CD-RW or ZIP drive. Of course, the device, you chose, should be supported by your Operation System.
If there are many data to backup, more than one diskette may be requested. Please place the diskettes with backup data in a safe place with right label.

Restore Data — This function is to restore the backup data to current directory. Please choose source driver and press OK button to restore data. If backup data in two or more diskettes, please insert the diskettes by order.

Adjust Closing Stock Value
This function is to adjust the closing stock value for each month end. To do it, just by choosing the accounting period to modify, and input new stock value.

Year End — It is to bring forward the balance to next year.

Database Tools — There are following functions:
- Empty all transaction files
- Clear all data
- Delete Customer Opening Balance
- Delete Vendor Opening Balance
- Delete Stock Opening Balance

Transaction Auditor
When the database had been damaged or there was a problem in hardware, the outstanding of customers, vendors and stocks may be incorrect. This function is to correct such errors.

Import Data — Import Data from Other Company / Location
This function is to consolidate the data from different companies /locations.

Import Data from Other Format File
This function is for the user to import the data of master files from other format files. The data of transactions files, such as sales invoices or vouchers, can't be imported to GTC applications.

Export Data — Export Data from the Application
This function is to minimize the data traffic between head office and branches. It can be done via email, CD, FTP or VPN, etc.

Export Data to Other Format
User can export the data to other formats, supporting more than 10

general file formats.

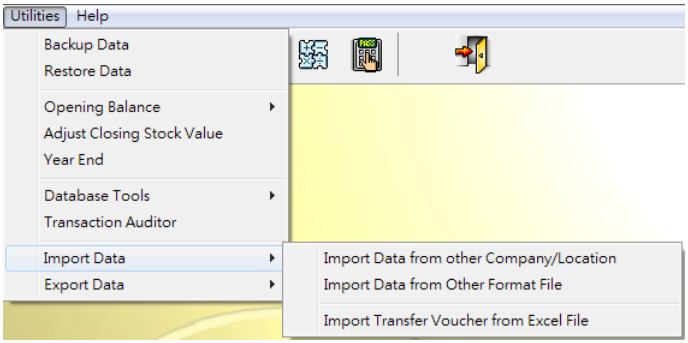


Figure 2-10 Utilities

2.4.5 Help Menu

Contents	Online Help's main directory will be shown here. You can choose an appropriate item.
How to Use Help	The descriptions, for how to use Online Help, are provided by Operating System.
About…	To show software name, version, copyright, company name and contact method.

2.4.6 Speed Button

There is a range of buttons in main window for the user to choose the desired functions directly. To press the button by mouse, the functions related to the buttons will be displayed. Please refer to the following:

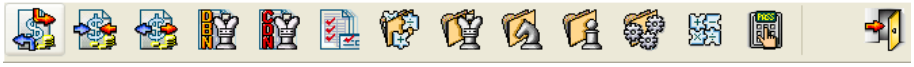


Figure 2-11 Speed Buttons of GAS

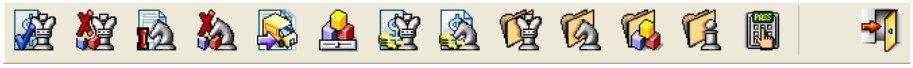


Figure 2-12 Speed Buttons of GIS

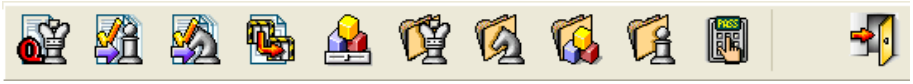


Figure 2-13 Speed Buttons of GOS

2.5 Choosing and searching records

To be more simplification and precision, the Application uses put down menu for user to choose the desired data. Here, three examples, date selection, put down menu and dialog box, are elaborated.

2.5.1 Selecting a date

In the Application, user can press the downward arrow beside the date field to call a calendar. For previous month, left hand side arrow should be pressed. For next month, right hand side arrow should be pressed. Finally, use the mouse to choose the desired date.

Figure 2-14 A calendar

2.5.2 Put down Menu

Put down menu is usually used in searching item by number. To press the arrow on right side, the desired data will be displayed. You can use the mouse to choose one. Of course, you can input the data in the field by using keyboard. The Application will jump to the records related to the data your input. For example, if character “2” input, the Application will automatically jump to the records with “2” as the beginning.

Account Code	English Account Name	Chinese Account Name	Current Balance
1010	Petty Cash	零用現金	10,427.00
1020-10-10	Hong Kong Bank Current Account	匯豐銀行支票戶口	-136,238.00
1020-10-20	BOC Current Account	中國銀行支票戶口	-16,200.00
1020-20-10	Hang Seng Bank Saving Account	恒生銀行儲蓄戶口	55,108.00
1020-20-20	Hong Kong Bank Saving Account	匯豐銀行儲蓄戶口	65,000.00
1020-30	Time Deposit	定期存款	172,884.00
1030	Prepayments	預付款項	15,000.00
1050	Invoice Deposit	發票按金	0.00

Figure 2-15 Put Down Menu

2.5.3 Search records

2.5.3.1 Search Dialog Box

Search Dialog Box is used to search the records by more than one index, for example, Invoice No, Customer Code or Stock Code, etc.

To search a record, you should just input the appropriate data in “Search Character” field. The Application will jump to the mostly similar records. Incremental searching method is used. For example, if “AB” input, the Application will jump to the record beginning with “AB”. Therefore, if more information input, the more precise record will be shown.
If you want to change the search index, for example, searching a record by English Account Name, you can just press column header - “English Account Name”.

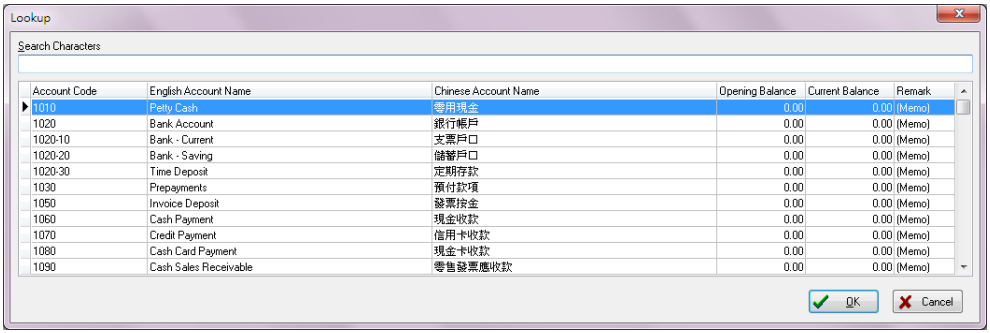

Lookup
Search Characters
Account Code
English Account Name
Chinese Account Name
Opening Balance
Current Balance
Remark
1010 Petty Cash 零用現金 0.00 0.00 (Memo)
1020 Bank Account 銀行帳戶 0.00 0.00 (Memo)
1020-10 Bank - Current 支票戶口 0.00 0.00 (Memo)
1020-20 Bank - Saving 儲蓄戶口 0.00 0.00 (Memo)
1020-30 Time Deposit 定期存款 0.00 0.00 (Memo)
1030 Prepayments 預付款項 0.00 0.00 (Memo)
1050 Invoice Deposit 發票按金 0.00 0.00 (Memo)
1060 Cash Payment 現金收款 0.00 0.00 (Memo)
1070 Credit Payment 信用卡收款 0.00 0.00 (Memo)
1080 Cash Card Payment 現金卡收款 0.00 0.00 (Memo)
1090 Cash Sales Receivable 零售發票應收款 0.00 0.00 (Memo)
OK
Cancel

Figure 2-16 Search Dialog Box

2.5.3.2 Advance Search

Advance Search is designed for user to search the record easily and quickly by the main data fields with different criteria. Advance Search can be used for searching a record in Maintenance files and a record in transaction files.

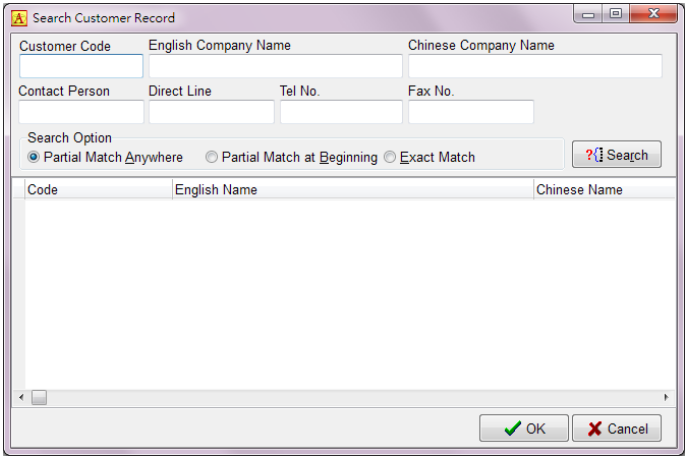


Figure 2-17 Advance Search for searching a customer

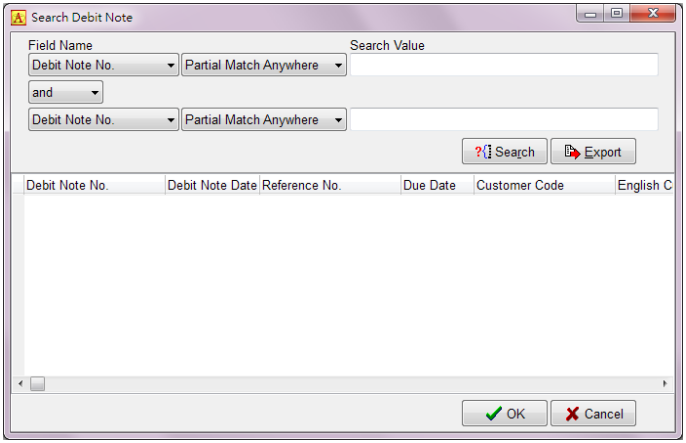


Figure 2-18 Advance Search for searching a debit note

To search a record, you should just input the search factor in appropriate data field and select one Search Option. Press [Search] button, the records matched with the search factor will be displayed.

2.6 Function Keys

There are a series of function keys for user to call the desired function directly. To press the function keys on the keyboard, the relative function will be executed by the Application.

F1 On any interfaces, press [F1] to call Online Help for current interface.

F2 Under Browse mode, press [F2] to add a new record.
Under Insert/Edit mode, press [F2] to save the record.

F4 Under Browse mode, press [F4] to search the transaction records.

F5 On the transaction interfaces, users can press [F5] to browse or amend the stock information, such as the cost price and the detail description.

F6 On the transaction interfaces, user can add a new record to maintenance files without exiting the transaction interface. To do this, just by pressing [F6] on the appropriate fields, such as customer code, currency or salesman, etc. The interface of relative maintenance files will be displayed. When finished, press Exit to close this interface and the current record will be copied to this transaction.

F7 In GTC Invoicing System, user can call Last Price File by pressing [F7] in the interfaces of Sales Invoice Entry, Sales Return Entry, Vendor Invoice Entry and Purchase Return Entry.

F8 In Print Dialog Box, press [F8] to execute Report Designer to modify the report format.

F10 Under Browse mode of any transactions, press [F10] to call Print Dialog Box.

F12 Send out reports via e-mail.

Insert Press [Insert] to add a new line for inputting a new record in multi line grid interface.

Ctrl-Del To input items, press [Ctrl] + [Delete] to delete the record at cursor position.

Ctrl-E To change to English interface.

Ctrl-B To change to traditional Chinese interface.

Ctrl-S To change to simplified Chinese interface.

2.7 Send reports by e-mail

All reports in GTC Applications can be sent out to the designated person via e-mail. To call this function, presses [F12] in Print Dialog Box or right click the mouse in Print Dialog Box to choose [Send Report by Mail]. The reports in JPG format will be created by GTC Applications and attached in the e-mail. The speed of this process depends on the size of the reports. Progress bar will be displayed for reference.

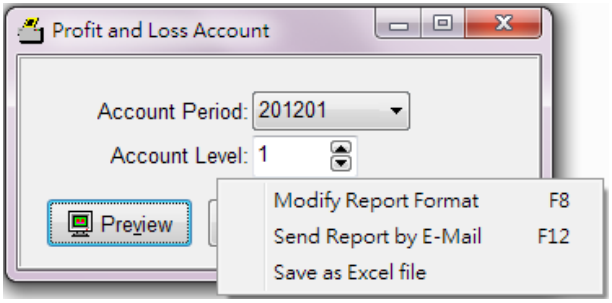


Figure 2-19 Print Dialog Box

When the reports in JPG format created, Figure 2-18 will be displayed. Now, you can key in recipient's address, subject, and message. And then press [Send] to send out the mail.

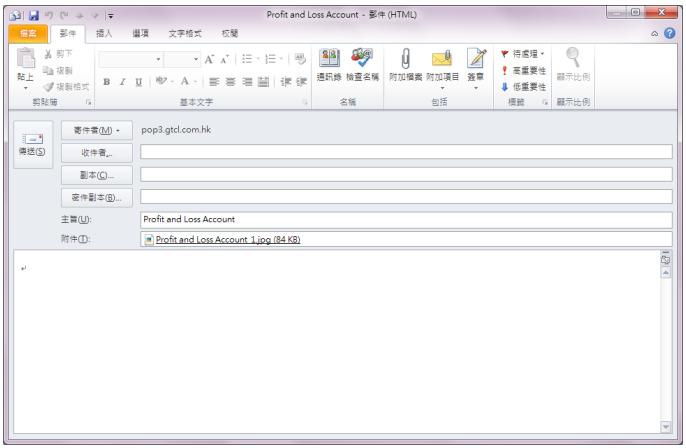


Figure 2-20 New Messages

2.8 Export reports to Excel file

There are 2 methods exporting reports to Excel file, Print or Save As in GTC Applications. The result is different.

2.8.1 Print reports to Excel file

All reports in GTC Applications can be printed out to Excel file. By this method, the reports are printed to Excel file just like printed to a paper. Therefore, each page of reports is presented with report header and report footer. The format can be influenced by Report Designer.

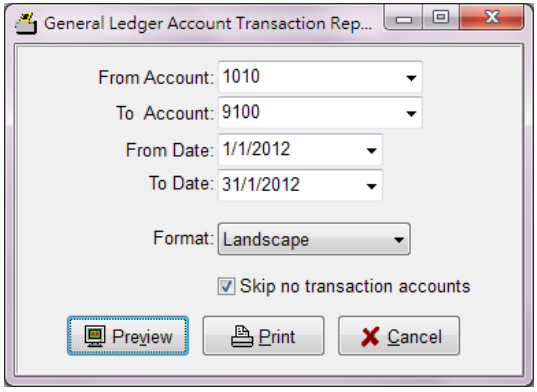


Figure 2-21 Print Dialog Box

Press [Print] button in Print Dialog Box to call Printer Dialog Box. Choose [Print to File], select the type of file and the folder to save.

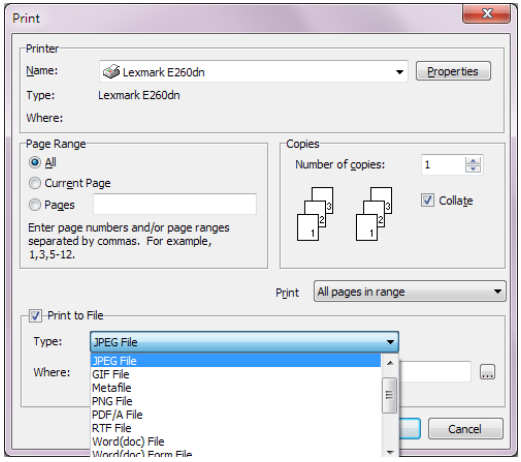


Figure 2-22 Printer Dialog Box

2.8.2 Reports Save As Excel file

Some reports in GTC Applications can be Save As Excel file. By this method, the contents of reports, together with calculation formula, are saved to Excel file. Therefore, the report header and report footer will be shown once for each report. The format can't be influenced by Report Designer.

In Print Dialog Box, right click the mouse to choose [Save as Excel file] and select the appropriate folder to save the report.

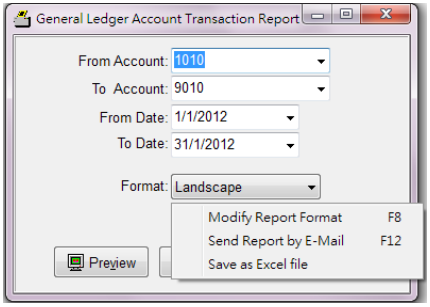


Figure 2-22 Save as Excel File

Chapter 3 General Files Management

There are many common files in the Application. In which, some files are very important. In this chapter, we will introduce some key points for these common files.

3.1 Company Information

The content of Company Information includes user's basic information: company name, address, telephone number, BR number , fax number, etc. All fields in this file are not necessary to fill in. However, company name will be shown at almost all reports. Thus, company name should be filled in.

It is easy to handle Company Information. It is only to fill the data in certain fields and press OK to save the data.

Figure 3-1 Company Information

3.2 Currency File

Currency File divides into two parts: Local currency and Foreign currency. Local currency is the currency used by the user at his place and to be used in company's financial reports. The exchange rate is 1. You should input all information including code, Chinese description, English description, and exchange rate.

Code Currency's short name, up to 4 characters.

Chinese Description Chinese description for this currency.

English Description English description for this currency.

Exchange Rate

Exchange rate for local currency is 1. The exchange rate for foreign currency is one unit foreign currency equal to how much local currency. For example, if local currency is HK Dollar. One US Dollar can change for 7.8 HK Dollars. The exchange rate for US Dollar is 7.8.

If you are first time to this file, please fill in all information and choose one currency as local currency. If the exchange rate of the chose currency is not equal to 1, the Application will automatically change the exchange rate of the chose currency to 1 and the exchange rate of other currencies will be adjusted to correct value.

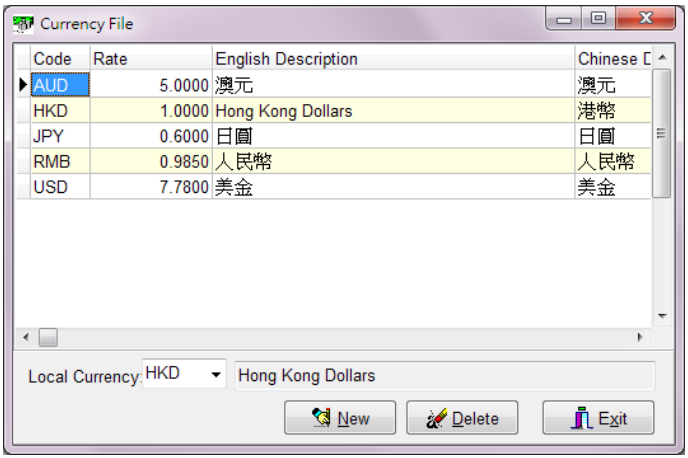


Figure 3-2 Currency File

3.3 System Numbers File

System Numbers File records the initial number for every transaction. For example, if you want to set the next invoice number is SI12038, you can just input SI12038 in the relative field.

All transaction numbers will be incremental automatically.

Note: Each type of transaction numbers should be differentiated. The simple method is to add a character in front of number. For example, add ‘SI’ in front of Sales Invoice number and add ‘DN’ in front of Delivery Note number, etc.

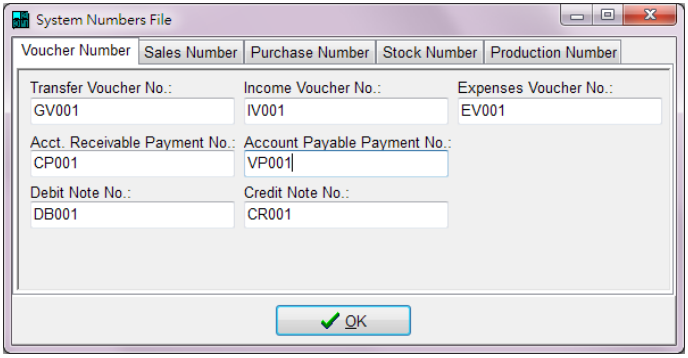


Figure 3-3 System Numbers File

3.4 Chart of Accounts File (GAS)

3.4.1 Basic Information

If default chart of accounts have been chosen when a company data is first time to be executed, a series of chart of accounts built by the Application will be shown. User can Add, Edit or Delete chart of account according to your company.

Field Description:

Account Code Short name for accounts with maximum 20 characters.

English Account Name English name for the account with maximum 60 characters.

Chinese Account Name Chinese Name for the account with maximum 60 Chinese characters.

Detail Account Detail Account is to record the transactions. There is no sub account under the Detail Account. If the account is used to record the transaction, please mark '✓' in this field.
The account, not Detail Account, can have sub account but cannot be used to record the transactions.

Level The level for all accounts. The 1st level is the highest level and the 4th level is the lowest level.

Up Level Account
To assign a higher level account relative to this current account. You should assign the up level account to all accounts unless this current account is the 1st level.
The account type for this current account should be the same as up level account.

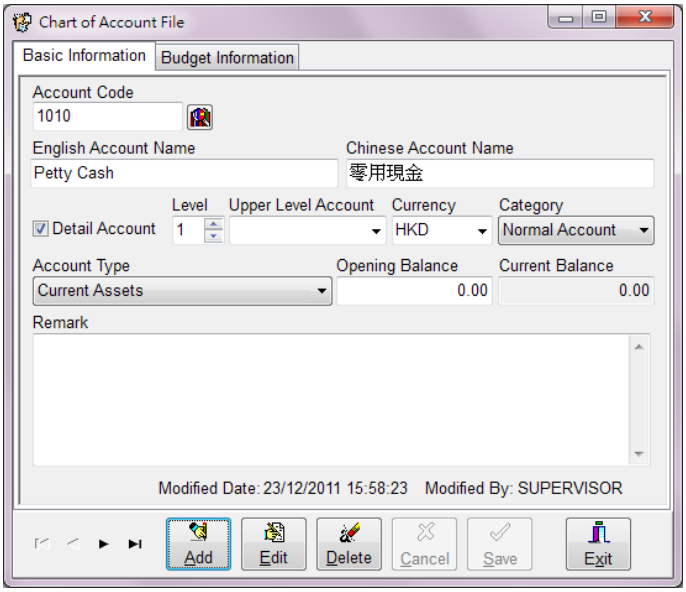


Figure 3-4 Charts of Accounts – Basic Information

Currency The currency selected here will be filled as default currency of this account in voucher entry. It can be altered.

Category It divides into Account Receivable Account, Account Payable Account, Bank Account and Normal Account. A/R Account and A/P Account can be chosen in Customer File or Vendor File respectively. Bank Account can be chosen in Bank Reconciliation. Normal Account can be chosen in all transactions which are out of the above three categories.

Account Type Classification for the accounts, which will be used to define the position of financial reports.

Opening Balance It is the opening amount of an account for this financial year.

Current Balance Opening balance plus total amount for all related transactions in this financial year.

Remark Detail description for chart of accounts.

3.4.2 Budget Information

It includes the amount of Last Year, Current Year and Budget. The amount of Current Year will be filled by GTC Application automatically. Different Amount and Rate are calculated by GTC Application, compared with Budget and Current Year.

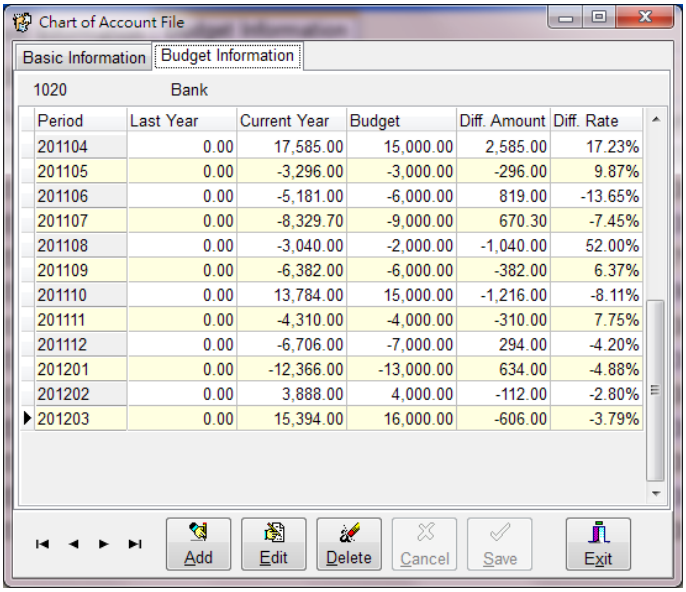
Last Year — Automatically filled if executed Year End in GTC Accounting System. It is the actual amount of last financial year. It can be input or modified by user. Note: (1) Positive figures represent debit balance. Negative figures represent credit balance. (2) The accounting period must match for both years, last year and current year.

Current Year — Actual amount of current financial year. It will be filled by GTC Application automatically. User can't edit or modify.

Budget — Budget amount of current financial year, input by user.

Diff. Amount — Different Amount is the difference between Budget and Current Year in amount, calculated by GTC Application.

Diff. Rate — Different Rate is the difference between Budget and Current Year in percentage, calculated by GTC Application.



Period	Last Year	Current Year	Budget	Diff. Amount	Diff. Rate
201104	0.00	17,585.00	15,000.00	2,585.00	17.23%
201105	0.00	-3,296.00	-3,000.00	-296.00	9.87%
201106	0.00	-5,181.00	-6,000.00	819.00	-13.65%
201107	0.00	-8,329.70	-9,000.00	670.30	-7.45%
201108	0.00	-3,040.00	-2,000.00	-1,040.00	52.00%
201109	0.00	-6,382.00	-6,000.00	-382.00	6.37%
201110	0.00	13,784.00	15,000.00	-1,216.00	-8.11%
201111	0.00	-4,310.00	-4,000.00	-310.00	7.75%
201112	0.00	-6,706.00	-7,000.00	294.00	-4.20%
201201	0.00	-12,366.00	-13,000.00	634.00	-4.88%
201202	0.00	3,888.00	4,000.00	-112.00	-2.80%
201203	0.00	15,394.00	16,000.00	-606.00	-3.79%

Figure 3-4 Charts of Accounts – Budget Information

3.5 Accounting Period (GAS)

Accounting Period is the time range for one financial year. It can be any number greater than one. The default range is 12 months. Please refer to the following figure.

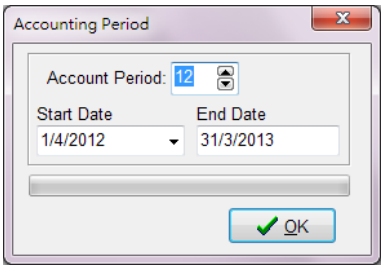


Figure 3-5 Accounting Period set up

When a new company data created, you should key in Start Date for the financial year. End Date is Start Date plus Accounting Period and will be calculated by the Application. Year End executed before End Date is allowed.

After all records or transactions have been deleted by Utility Tools, new Accounting Period will be requested to set up.

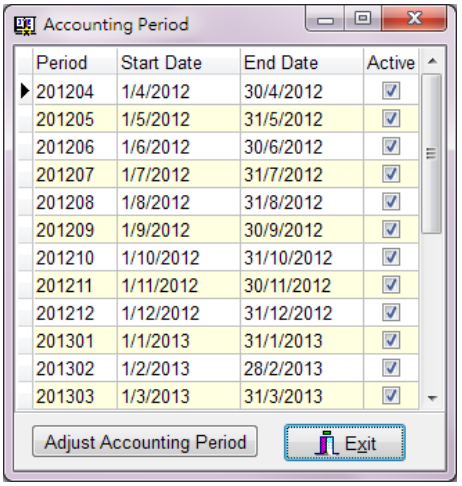


Figure 3-6 Accounting Periods

User can control to Add, Edit or Delete any transactions in a specific Accounting Period by marking '✓' in Active field shown in Figure 3-6. If no '✓' in Active field, any transactions in this Accounting Period cannot be Add, Edit or Delete.

3.6 Control Accounts (GAS)

To use with GTC Invoicing System and generate financial reports, data linkage between accounts is important. When Chart of Accounts has been set up, user should classify the

accounts into A/R, A/P, or Retained Earning, etc. The Chart of Accounts List can be different, but data linkage between accounts is same.

If default Chart of Accounts is to be used, there is no need to change the settings of Control Accounts.

3.6.1 Sales Related Accounts

Product Sales	Sales account for the stock item classified as Product type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Service Income	Sales account for the stock item classified as Service type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
WIP Sales	Sales account for the stock item classified as WIP type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Material Sales	Sales account for the stock item classified as Raw Material type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Other Stock Sales	Sales account for the stock item classified as Other type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Remark Sales	Sales account for non-stock item sales. If an item without stock code in Sales Invoice Entry, the sales for this item will be classified as Remark Sales and be credited to this account.
Freight Charges	Freight Charges input in a sales invoice will be credited into this account.
Other Charges	Other Charges input in a sales invoice will be credited into this account.
Sales Deposit	Deposits of a sales invoice will be debited to this account.
Sales Discount	Total discount 1 & 2 of a sales invoice will be debited to this account.
Sales Tax	Sales tax of a sales invoice will be recorded to this account.

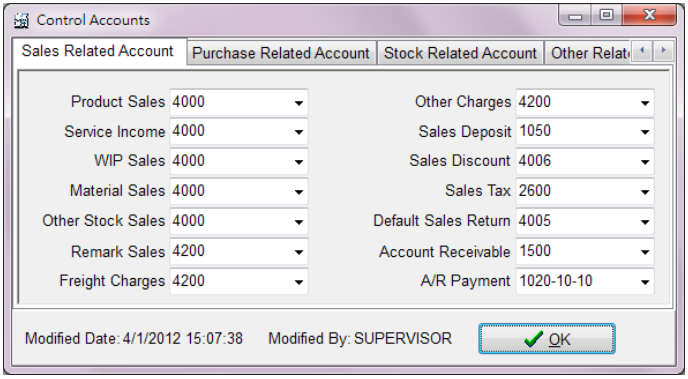


Figure 3-7 Control Accounts (Sales Related Account)

Default Sales Return — Default account for Sales Return.

Account Receivable — All transactions related to customers will be recorded to here.

A/R Payment — In A/R Payment Entry, user can settle the customer payment by different payment methods. Thus, Account Code in Payment Method File should be selected appropriately. If the account code not selected in Payment Method File, this account will be used.

3.6.2 Purchase Related Accounts

Product Purchase — Purchase account for the stock item classified as Product type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

Service Purchase — Purchase account for the stock item classified as Service type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

WIP Purchase — Purchase account for the stock item classified as WIP type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

Material Purchase — Purchase account for the stock item classified as Raw Material type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

Other Stock Purchase — Purchase account for the stock item classified as Other type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

Remark Purchase	Default purchase account for non-stock item purchase. If an item without stock code in Vendor Invoice Entry, the purchase for this item will be classified as Remark Purchase and be debited to this account.
Freight Cost	Freight Cost input in a vendor invoice will be debited into this account.
Other Cost	Other Charges input in a vendor invoice will be debited into this account.
Purchase Deposit	Deposits of a vendor invoice will be credited to this account.
Purchase Discount	Total discount 1 & 2 of a vendor invoice will be credited to this account.
Purchase Tax	Purchase tax of a vendor invoice will be recorded to this account.

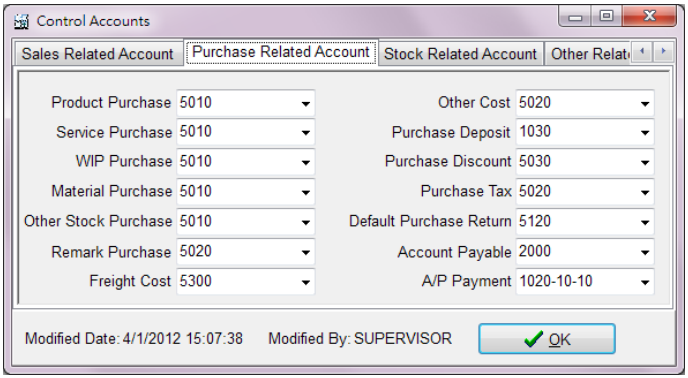


Figure 3-8 Control Accounts (Purchase Related Account)

Default Purchase Return	Default account for Purchase Return.
Account Payable	If the field of A/P Account in Vendor's File is blank, all A/P related to the vendors will be recorded to this account. Otherwise, A/P related to the relevant vendor will be credited to the A/P Account filled in Vendor's File.
A/P Payment	In A/P Payment Entry, user can settle the vendor payment by different payment method. Thus, Account Code in Payment Method File should be selected appropriately. If the account code not selected in Payment Method File, this account will be used.

3.6.3 Stock Related Accounts

Opening Stock — This account is to record total value of Opening Stock for this financial year.

Closing Stock — This account is to record total value of Closing Stock for each month end. To input the value, please choose Adjust Closing Stock Value under Utilities menu.

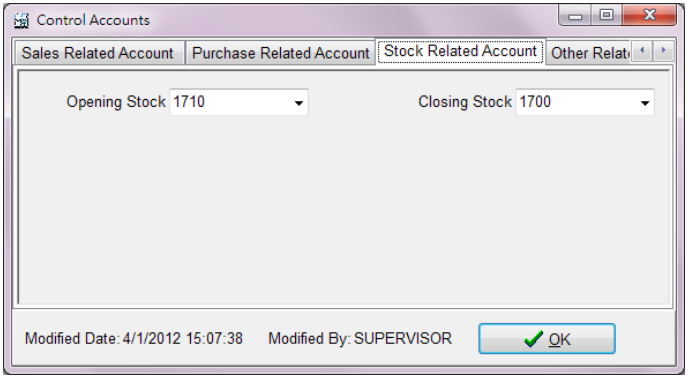


Figure 3-9 Control Accounts (Stock Related Account)

3.6.4 Other Related Accounts

Retained Earnings — This account is to record Retained Earnings for past years. After Year End is executed, Retained Profit/Loss for this financial year will be brought forward to this account.

Exchange Difference — The account is to record the loss / gain caused from foreign currency exchanged to local currency.

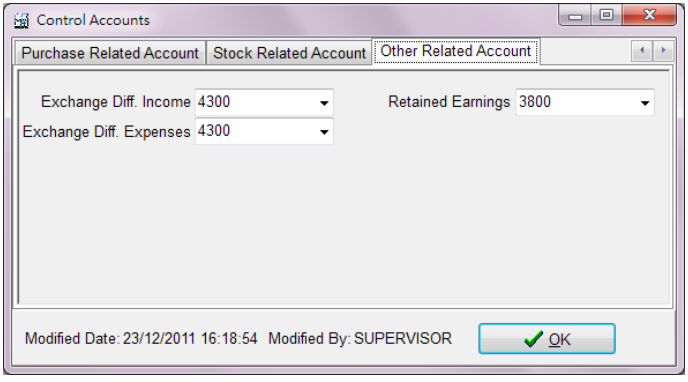


Figure 3-10 Control Accounts (Other Related Account)

3.7 Tax File (GIS, GOS & GRS)

The Application supports different taxation for multi countries. The following figure is a sample of Value Added Tax of China.

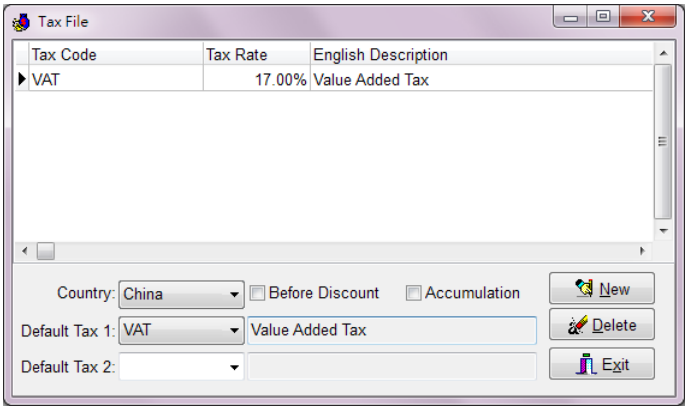


Figure 3-11 Tax File

Tax Code	Short name given by users.
Tax Rate	Tax Rate is defaulted as percentage. Thus, please just input the digit.
English Description	Detail description in English for a tax.
Chinese Description	Detail description in Chinese for a tax.
Country	Select an appropriate country for the taxation used. For example, choose "China" if China VAT is used.
Before Discount	If the taxation is calculated based on invoice amount before discount, please mark '✓' in this field.
Accumulation	If there are more than one type of taxes on one invoice and the later one is calculated based on invoice amount plus precious tax, please mark '✓' in this field.
Default Tax 1 & 2	Default Tax 1 is relative to the Sales Tax 1 of sales transactions. Default Tax 2 is relative to the Sales Tax 2 of sales transactions. Generally speaking, Default Tax 1 is regional tax and Default Tax 2 is country tax. In U.S.A, Default Tax 1 is state tax and Default Tax 2 is federal tax. Default Tax 1 and 2 should be blank if there is no sales tax.

3.8 Payment Terms File

Code	Short name for payment terms.
Chinese Description	Detail description of a payment term in Chinese.
English Description	Detail description of a payment term in English.
Credit Days/Months	It is to record the credit days. When an invoice is issued, the payment date will be automatically calculated by the Application based on these credit days and the Closing Date set in Customer File and Vendor File.
Unit	Credit terms in days or months.

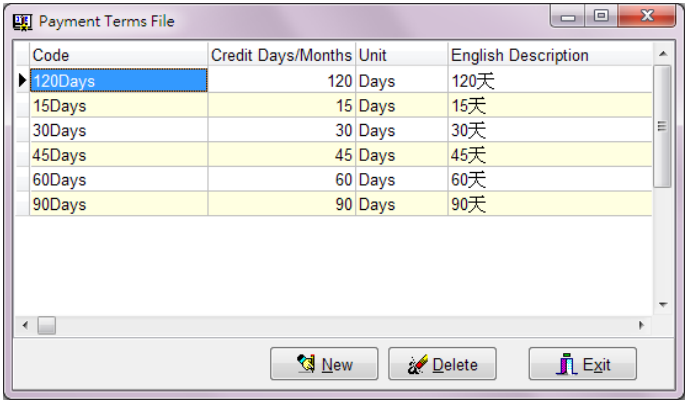


Figure 3-12 Payment Terms File

3.9 Payment Methods File

Code	Short name for payment method.
Chinese Description	Detail description of a payment method in Chinese.
English Description	Detail description of a payment method in English.
Account Code	If there are deposits in a sales invoice, the account code selected here will be used. Otherwise, A/R Payment account selected in Control Accounts will be used.

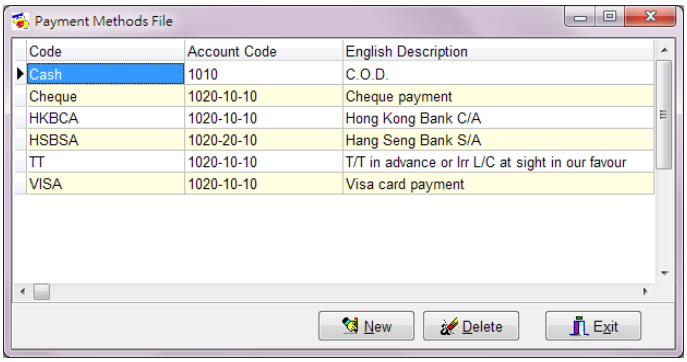


Figure 3-13 Payment Methods File

3.10 Class File

Code Short name for a class.

Chinese Description Detail description in Chinese for a class.

English Description Detail description in English for a class.

Type To differentiate the class for different maintenance files.

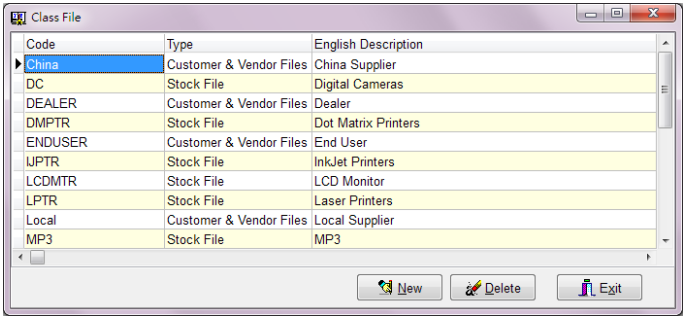


Figure 3-14 Class File

3.11 Customer File (GAS, GIS & GOS)

This file is to keep basic information for all customers. User can input the information directly or copy from other customers. To copy an existing customer's record, please add a new customer profile firstly. And then, key in the new customer code and press the button beside the field of Customer Code to choose a desired customer to copy.

3.11.1 Information Input

The interface for Customers File divides into: contact information, selling information, contact history, transaction and remark.

Contact Information:

Customer Code This field is up to 20 digits or characters. Under Insert mode, customer code can be altered. After the customer's record saved, this field cannot be altered.
The button beside this field is for searching. Under Browse mode, press this button to call for dialog box for searching.

To be better management, it should be added an appropriate character in front of digit. For example, if a company's short name is CA, customer code should be CA001. The next one will be CA002.

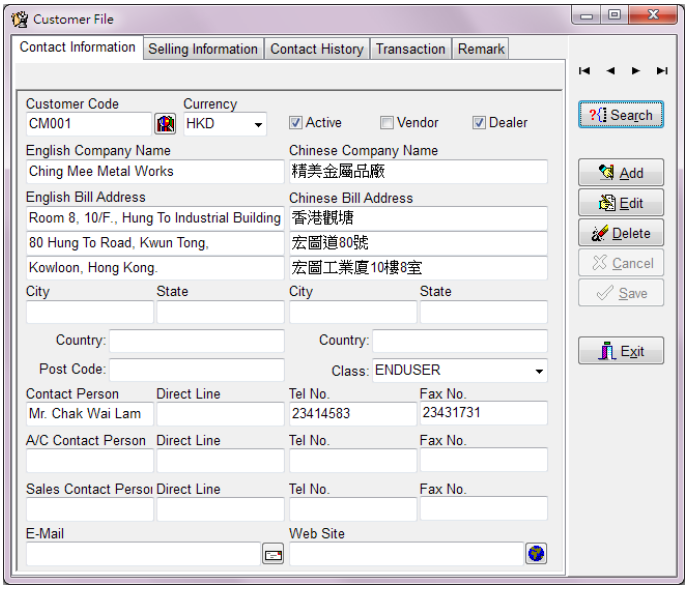


Figure 3-15 Customer's Contact information

Currency The currency used by this customer. This currency will be automatically filled in all transactions and can be altered.

Active Please cancel '✓' in this field if the customer had been terminated. After that, no any invoices can be issued to this customer. However, this customer should not be deleted before Year End since this customer may have linkage with other transactions, e.g. invoices.

Vendor — Please mark '✓' if this customer is also a supplier.

Dealer — Please mark '✓' if this customer is also a dealer.

English Company Name — It is customer's company name in English with maximum 60 characters.

English Bill Address — Three lines with maximum 60 characters each are available.

Chinese Company Name — It is customer's company name in Chinese with maximum 60 characters.

Chinese Bill Address — Three lines with maximum 60 characters each are available.

City/State/Country/Post Code — User can key in relevant information in these fields.

Class — It is to record the classification of customers.

Main Contact

Contact Person	The name of main contact person of this company.
Direct Line	Telephone number for the main contact person.
Tel No	Telephone number of the company.
Fax No	Fax number of the company.

A/C Contact

Contact Person	The name of contact person of accounting department.
Direct Line	Tel. No. for the contact person of accounting department.
Tel No	Tel. No. of accounting department.
Fax No	Fax number of accounting department.

Sales Contact

Contact Person	The name of contact person of sales department.
Direct Line	Tel. No. for the contact person of sales department.
Tel No	Tel. No. of sales department.
Fax No	Fax number of sales department.

E-mail — E-mail address for company or main contact person. For example, our company's customer support E-mail address is: support@gtcl.com.hk.

Web Site — It is to record customer's company web site. Our company's web site is http://www.gtcl.com.hk.

Selling Information

Payment Term To record the payment terms of a customer. The due date will be automatically calculated when an invoice issued. Of course, the due date can be altered when an invoice issued.

Payment Method The payment method is usually used by the customer. It will automatically be filled in when an invoice issued and can be altered.

Stock Price Group It is for user to select the price group applied to this customer.

Credit Status To classify the credit status of a customer.

A/R Account User can set different A/R accounts to different customers. Only the account with A/R category in Chart of Accounts will be displayed here.

Salesman The responsible staff to this customer and will be filled in Sold By field of invoice by the Application automatically.

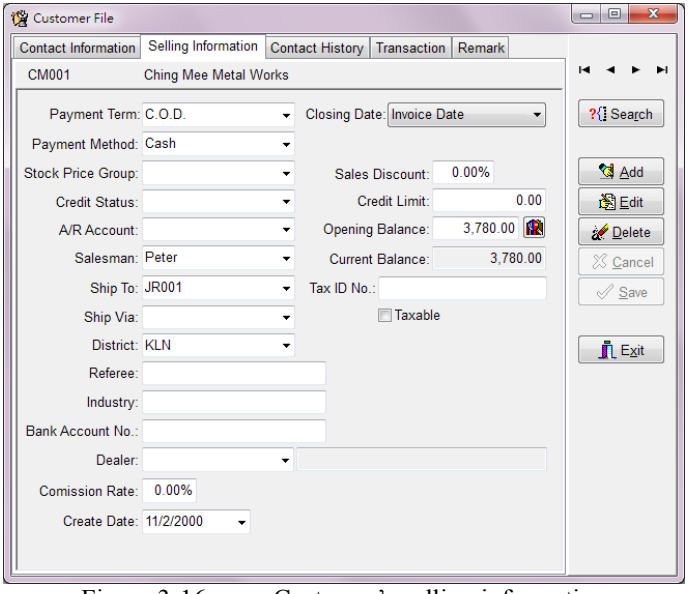


Figure 3-16 Customer's selling information

Ship To Default address for delivery. It can be same as this customer or different.
To do that, user should input this delivery address in the field of bill address in Customer file under same customer name with different customer code. Thus, you can issue the invoice to delivery address directly and with many addresses for delivery.

Ship Via Default delivery method for a customer.

District The location of a customer.

Referee The referee of a customer.

Industry The industry of a customer.

Bank A/C No Customer's main banker account number.

Dealer Code The Code for dealers. User can select a desired dealer code just by pressing the button with triangle.

Commission Rate Commission rate for the dealer.

Closing Date The date for calculating the payment date. It divides into three types: invoice date, 15th date of each month, and End date of each month. The date is the payment date for each invoice, matched with payment terms. For example, if the payment term is 15 days credit, the payment date will be invoice date plus 15 days based on invoice date, or the next fifteenth date plus 15 days based on 15th date of each month, or the date at month end plus 15 days based on End date of each month.

Sales Discount This figure will be automatically filled in the field of Total Discount 1 in a sales invoice.

Credit Limit It is the maximum credit limit for a customer. When A/R is greater than credit limit, the Application will reject to issue an invoice to this customer or to give warning signal according to different authorize level.

Opening Balance The opening balance for this financial year is automatically brought from previous financial year by GTC applications. If you are first time to use GTC applications, please refer to [Opening Balance Setup].

Current Balance Total amounts due from this customer including opening balance.

Tax ID No Customer's Tax ID No.
Taxable If the sales tax is paid by the customer, please mark '✓' in this field.

Contact History

This page is to record all contact information related to a customer. 15 months' contact information is shown (one year before the current day and 90 days after the current day). The date range can be set by the user.
To view or edit the information, please use mouse to double click the field of content.

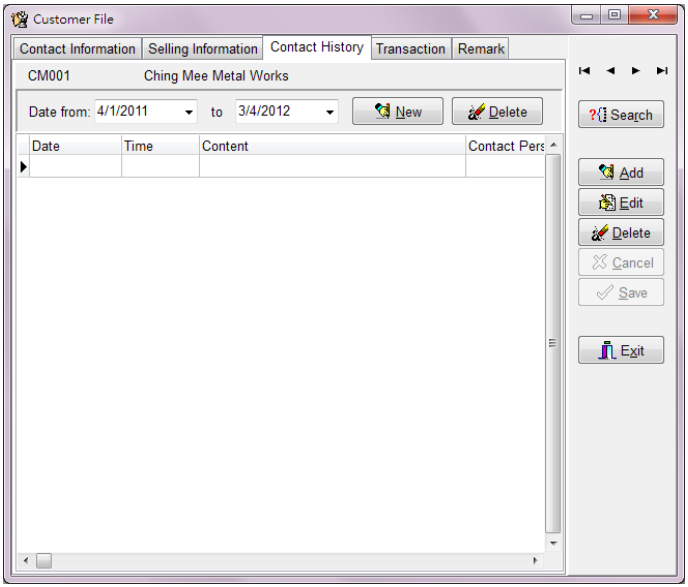


Figure 3-17 Customers' Contact History

Transaction

All invoices with outstanding balance related to this customer will be displayed for browsing purpose.

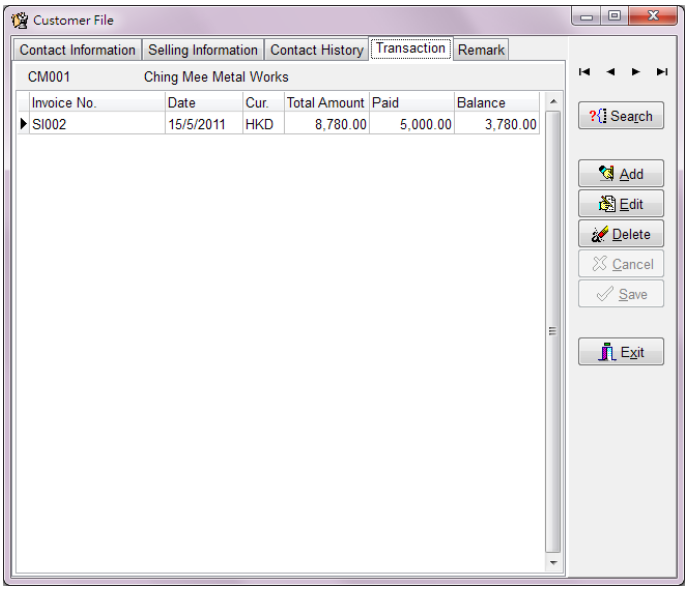


Figure 3-18 Customers' outstanding invoices

Remark

Remark It is for user to input the supplementary information for a customer.

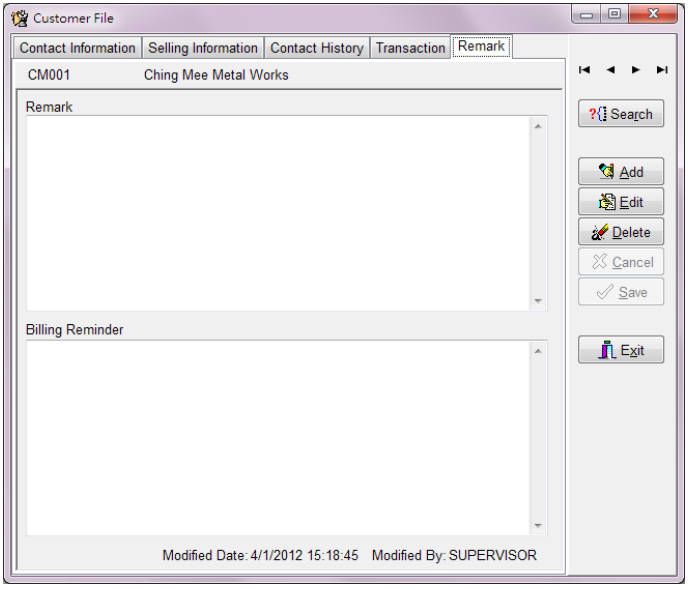


Figure 3-19 Customers' Remark page

Billing Reminder The information will be automatically filled in the remark field of a sales invoice.

Create Date This field will be automatically filled in as current date. To alter, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar for choosing the desired date.

3.11.2 Opening Balance Setup

The opening balance is not just a number. It should include the content of an invoice: invoice number, invoice date, invoice amount and paid amount. The user should input all unpaid invoices when it is first time to GTC system. To save the time, user can group all unpaid invoices into one. For example, if there are ten unpaid invoices totally amounted $10,000. It can be represented by one invoice: BSI07001 amounted $10,000. Under Insert or Edit mode, press [Insert] button of the keyboard or double click this field by mouse to call the screen of Figure 3-20.

Invoice Type It divides into Sales Invoice and Vendor Invoice.

Invoice Number It contains 20 digits or characters. It must be unique.

Invoice Date — Invoice date is the date to issue an invoice.

Due Date — It is the payment date for an invoice. It will influence the result of aging analysis.

Currency — The currency used in the invoice.

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Salesman — The salesman is responsible for this invoice. User can select the desired one just by pressing the downward arrow.

Salesman Comm. Rate — Commission rate for dealers.

Dealer Code — The Code for dealers. User can select the desired one just by pressing the downward arrow.

Dealer Comm. Rate — Commission rate for dealers.

Invoice Amount — Total invoice amount exclusive discount amount.

Paid — The amount has been paid.

Balance — Total invoice amount minus paid amount. It is automatically calculated the Application.

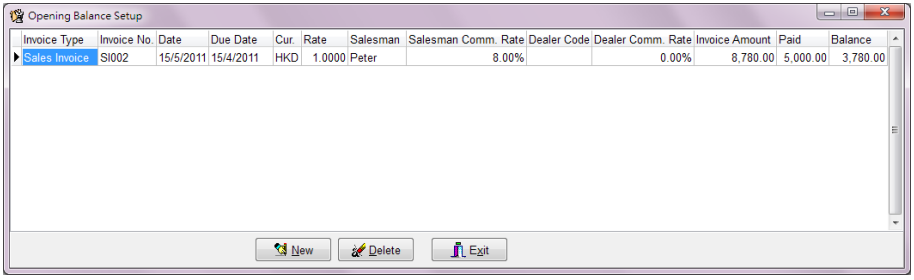


Figure 3-20 Customers' Opening Balance Setup

3.12 Vendor File

This file is to keep basic information for all vendors. User can input the information directly or copy from other vendors. To copy an existing vendor's record, please add a new vendor profile firstly. And then, key in the new vendor code and press the button just beside the field of Vendor Code to choose a desired vendor to copy.

3.12.1 Information input

Vendor File's interface divides into three parts: contact information, purchase information, contact history, transaction and remark.

Vendor Code — This field is up to 20 digits or characters. Under Insert mode, vendor code can be altered. After the vendor's record saved, this field cannot be altered.
The button beside this field is for searching. Under Browse mode, press this button to call for dialog box for searching.

To be better management, it should be added an appropriate character in front of digit. For example, if a company's short name is VA, vendor code should be VA001. The next one will be VA002.

Currency — The currency used by this vendor. This currency will be automatically filled in all transactions and can be altered.

Active — Please cancel '✓' in this field if the vendor had been terminated. After that, no any invoices can be issued to this vendor. However, this vendor should not be deleted before Year End since this vendor may have linkage with other transactions, e.g. invoices.

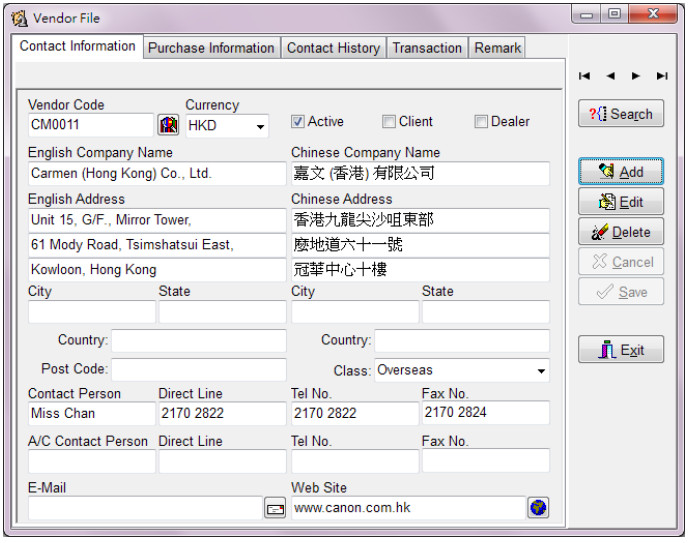


Figure 3-21 Vendors' Contact information

Customer — Please mark '✓' if this vendor is also your customer.

Dealer — Please mark '✓' if this vendor is also a dealer.

English Company Name — It is vendor's company name in English with maximum 60 characters.

English Bill Address — Three lines with maximum 60 characters each are available.

Chinese Company Name — It is vendor's company name in Chinese with maximum 60 characters.

Chinese Bill Address — Three lines with maximum 60 characters each are available.

City/State/Country/Post Code
User can key in relevant information in these fields.

Class — It is to record the classification of vendors.

Main Contact

Contact Person	The name of main contact person of this company.
Direct Line	Telephone number for the main contact person.
Tel No	Telephone number of the company.
Fax No	Fax number of the company.

A/C Contact

Contact Person	The name of contact person of accounting department.
Direct Line	Tel. No. for the contact person of accounting department.
Tel No	Tel. No. of accounting department.
Fax No	Fax number of accounting department.

E-mail — E-mail address for company or contact person. For example, our company's customer support E-mail address is: support@gtcl.com.hk.

Web Site — It is to record vendor's company web site. Our company's web site is http://www.gtcl.com.hk.

Purchase Information

Payment Term — The credit days are granted from vendor. It will be automatically filled in when a vendor invoice issued. It can be altered.

Payment Method — The payment method is usually used by the vendor. It will automatically be filled in when an invoice issued and can be altered.

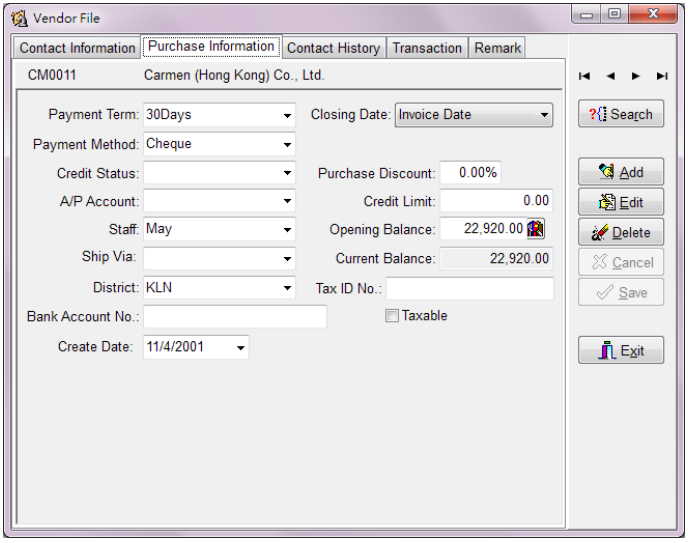


Figure 3-22 Vendors' purchase information

Credit Status To classify the credit status of a vendor.

A/P Account User can set different A/P accounts to different vendors. Only the account with A/P category in Chart of Accounts will be displayed here.

Staff The responsible staff to this vendor and will be filled in Prepared By field of invoice by the Application automatically.

Ship Via Default delivery method for a vendor.

Bank A/C No Vendor's main banker account number.

Closing Date The date for calculating the payment date. It divides into three types: invoice date, 15th date of each month, and End date of each month. The date is the payment date for each invoice, matched with payment terms. For example, if the payment term is 15 days credit, the payment date will be invoice date plus 15 days based on invoice date, or the next fifteenth date plus 15 days based on 15th date of each month, or the date at month end plus 15 days based on End date of each month.

Purchase Discount This figure will be automatically filled in the field of Total Discount 1 in a vendor invoice.

Credit Limit — It is the maximum credit limit from a vendor. When A/P is greater than credit limit, the Application will reject to issue an invoice to this vendor or to give warning signal according to different authorize level.

Opening Balance — The opening balance for this financial year is automatically brought from previous financial year by GTC applications. If you are first time to use GTC applications, please refer to [Opening Balance Setup].

Current Balance — Total amounts due to this vendor including opening balance.

Tax ID No — Vendor's Tax ID No.

Taxable — If the purchase tax is paid by the vendor, please mark '✓' in this field.

Contact History

This page is to record all contact information related to a vendor. 15 months' contact information is shown (one year before the current day and 90 days after the current day).

To view or edit the information, please use mouse to double click the field of content.

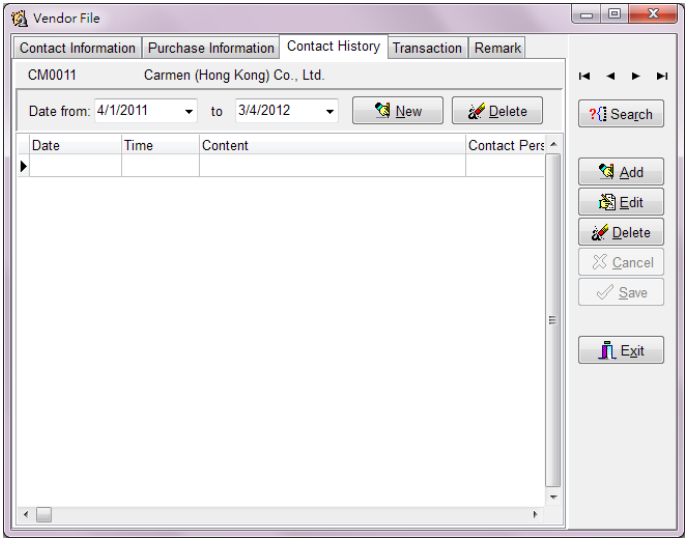


Figure 3-23 Vendors' Contact History

Transaction

All invoices with outstanding balance related to this vendor will be displayed for browsing purpose.

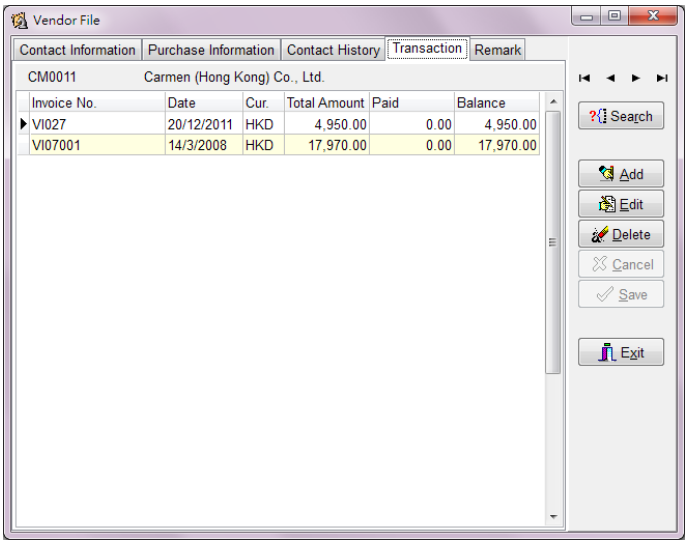


Figure 3-24 Vendors' outstanding invoices

Remark

Remark It is for user to input the supplementary information for a vendor.

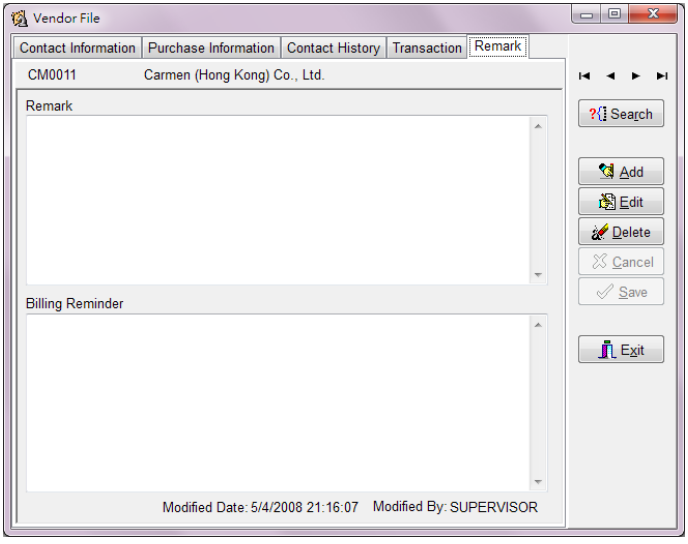


Figure 3-25 Vendors' Remark page

Billing Reminder The information will be automatically filled in the remark field of a vendor invoice.

Create Date This field will be automatically filled in as current date. To alter, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar for choosing the desired date.

3.12.2 Opening Balance Setup

The opening balance is not just a number. It should include the content of an invoice: invoice number, invoice date, invoice amount and paid amount. The user should input all unpaid invoices when it is first time to GTC system. To save the time, user can group all unpaid invoices into one. For example, if there are ten unpaid invoices totally amounted $10,000. It can be represented by one invoice: BSI07001 amounted $10,000.Under Insert or Edit mode, press [Insert] button of the keyboard or double click this field by mouse to call the screen of Figure 3-26.

Invoice Type It divides into Sales Invoice and Vendor Invoice.

Invoice Number It contains 20 digits or characters. It must be unique.

Invoice Date Invoice date is the date to issue an invoice.

Due Date It is the payment date for an invoice. It will influence the result of aging analysis.

Currency The currency used in the invoice.

Rate It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Salesman The salesman is responsible for this invoice. User can select the desired one just by pressing the downward arrow.

Salesman Comm. Rate Commission rate for dealers.

Dealer Code The Code for dealers. User can select the desired one just by pressing the downward arrow.

Dealer Comm. Rate Commission rate for dealers.

Invoice Amount Total invoice amount exclusive discount amount.

Paid The amount has been paid.

Balance — Total invoice amount minus paid amount. It is automatically calculated the Application.

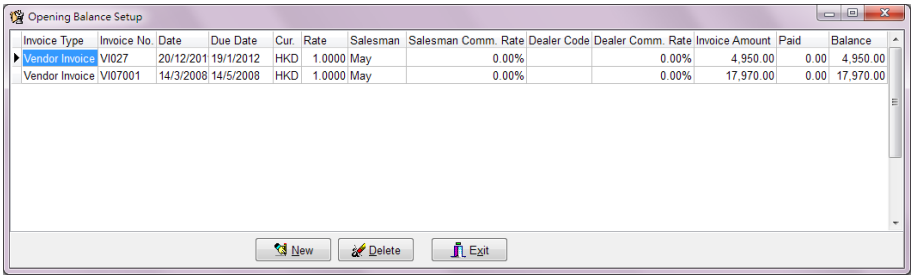

Opening Balance Setup
Invoice Type | Invoice No. | Date | Due Date | Cur. | Rate | Salesman | Salesman Comm. Rate | Dealer Code | Dealer Comm. Rate | Invoice Amount | Paid | Balance
Vendor Invoice | VI027 | 20/12/2011 | 19/1/2012 | HKD | 1.0000 | May | 0.00% | | 0.00% | 4,950.00 | 0.00 | 4,950.00
Vendor Invoice | VI07001 | 14/3/2008 | 14/5/2008 | HKD | 1.0000 | May | 0.00% | | 0.00% | 17,970.00 | 0.00 | 17,970.00
New
Delete
Exit

Figure 3-26 Opening Balance Setup

3.13 Stock File (GIS, GOS & GRS)

The file is to keep the information for stocks. The content can be input by the user or copied from other stock file. To copy the content of other stock file, user should add a new stock file firstly. And then, input stock code and press the button beside Stock Code to choose the file to copy.

The interface for Stock File divides into Basic Information, Sales Information, Purchase Information, Quantity of Warehouse (Enhanced Edition only), Remark and Product Image.

Basic Information

Stock Code — This field is up to 30 digits or characters. Under Insert mode, stock code can be altered. After the stock information saved, this field cannot be altered.

To be better management, stock code should be easy to memory. Bar code should not be used as stock code.

The button besides this field can be used for searching under browse mode or for copying an existing record under edit mode.

Create Date — This field will be automatically filled in as current date. To alter, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Stock Type — It divides into Product, Service, WIP, Raw Material and Other.

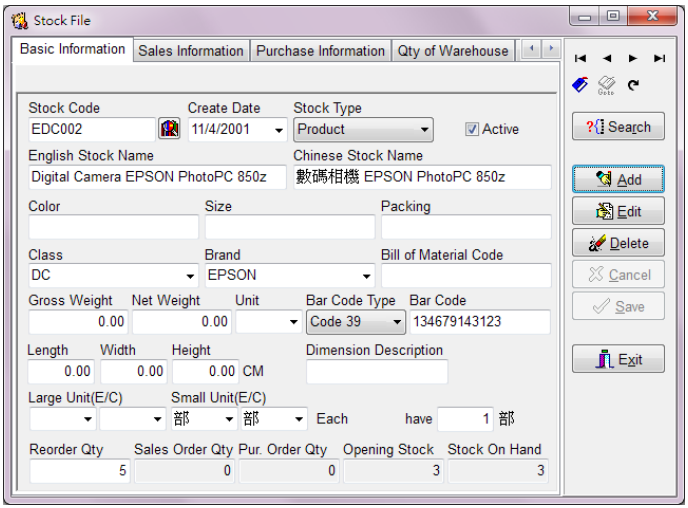


Figure 3-27 Stock's basic information

Active — Please cancel '✓' in this field if one stock had been stopped to sell. However, this record should not be deleted before Year End since this record may have linkage with other transactions, e.g. sales invoices or vendor invoices.

English Stock Name — Detail description of a stock in English with maximum 60 characters.

Chinese Stock Name — It is detail description of a stock in Chinese with maximum 60 characters.

Color — Stock's color.

Size — Stock's size.

Packing — Stock's packing e.g. 32X45X88 etc.

Class — It is the classification of a stock. It is useful for sales analysis, purchase analysis and searching purpose.

Brand — It is the classification of a stock. It is useful for sales analysis, purchase analysis and searching purpose.

Bill of Material Code — The number of Bill of Material.

Gross Weight — Stock's weight including package.

Net Weight — Stock's net weight.

Bar Code Type	There are six types: Code 128, Code 39, EAN-13, Interleaved 2 of 5, Postnet and UPC-A.
Bar Code	The content for a bar code, e.g. 4899628434108 etc.
Length/Width/Height	Please fill in the relative figures for a stock's length/width/ height. These figures are used for the calculation of CBM. The measurement unit divides into CM, M and Inch. It can be selected in System Setup.
Dimension Description	It is for user to describe the volume of a stock, e.g. 20x30x50cm.
Large Unit (E/C)	Stock's large package e.g. box, tone, etc. It can be empty if not applicable.
Small Unit (E/C)	Stock's small package, e.g. piece, kg, etc. E stands for unit name in English whilst C stands for unit name in Chinese. Please input the English unit name and Chinese unit name in relevant field. English unit name will be used under English interface input. Chinese unit name will be used under Chinese interface input.
Each…has…	If there is large unit, this field is the quantities of small unit for each large unit. It must be greater than 0. Default value is 1.
Reorder Quantity	It is calculated based on small unit. When the quantity is lower than reorder quantity, the Application will give warning. Since it takes time to purchase goods from vendor and sell goods in between, you should keep a certain level of stock. Otherwise, it may be out of stock if too little stock kept or to waste warehouse and money if too much stock kept.
Sales Order Qty	The outstanding S/O quantities.
Pur Order Qty	The outstanding P/O quantities.
Opening Stock	Please input the balanced quantities of a stock in Opening Stock if you are first time to the Application. For Enhanced Edition, the quantities of different warehouses should also be input in Qty of Warehouse page (Figure 3-30).

The quantities input in Opening Stock is the total quantities of all warehouses and calculated based on small unit.

Stock On Hand — Current stock quantities calculated based on small unit. This field is automatically calculated by the Application.

Sales Information

Currency — The currency of a stock divides into two parts: local currency and foreign currency. User can set the default foreign currency here for each stock. The unit price of foreign currency will be used directly when the currency in sales transaction entry is same.
User can select a desired currency and input the unit price of foreign currency in relevant fields. The Application will convert the unit price of foreign currency into local currency automatically. The unit price of local currency can be altered by the user.

Large Unit Price — It is standard selling price for a large unit.

Small Unit Price — It is standard selling price for a small unit.

Maximum Price — It is maximum selling price for a small unit.

Minimum Price — It is minimum selling price for a small unit.

Selling Price Quantity Discount Rate

The Application supports up to 4 levels accumulated discounts for each stock. User can input either discount rate or discount unit price for a stock. For example, 2% off for over 10 pieces, 5% off for over 20 pieces, 10% off for over 50 pieces, 15% off for over 100 pieces, or discount unit price at $10 for over 10 pieces, $9 for over 20 pieces, $7 for over 50 pieces, $5 for over 100 pieces

Note: 1. If this quantity discount rate has been input in the Stock File, last selling price will not be displayed when an invoice issued.
Note: 2. Discount rate will be applied by the Application if both discount rate and discount unit price are input.

Qty 1 Disc. 1 — First quantity discount.

Qty 2 Disc. 2 — Second quantity discount.

Qty 3 Disc. 3 — Third quantity discount.

Qty 4 Disc. 4 — Fourth quantity discount.

Taxable If there is a sales tax on this stock, please mark '✓'.

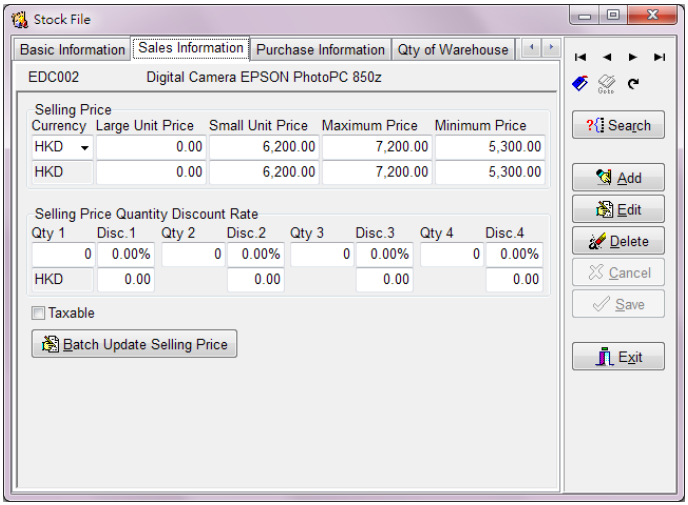
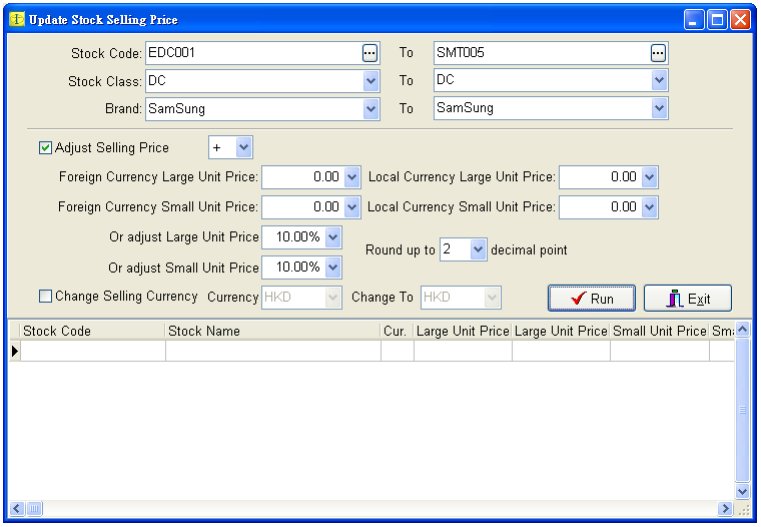


Figure 3-28 Stock's Sales information

Batch Update Selling Price

To facilitate the modification of selling price, user can press [Batch Update Selling Price] to call the interface of [Update Stock Selling Price].

Here user can set the range of stocks to update the price by Stock Code, Class or Brand. "+", "-" or "=" can be chosen to adjust the price in amount or in percentage.


Update Stock Selling Price
Stock Code: EDC001 To SMT005
Stock Class: DC To DC
Brand: SamSung To SamSung
Adjust Selling Price
Foreign Currency Large Unit Price: 0.00
Local Currency Large Unit Price: 0.00
Foreign Currency Small Unit Price: 0.00
Local Currency Small Unit Price: 0.00
Or adjust Large Unit Price 10.00%
Or adjust Small Unit Price 10.00%
Round up to 2 decimal point
Change Selling Currency Currency HKD Change To HKD
Run
Exit
Stock Code
Stock Name
Cur.
Large Unit Price
Large Unit Price
Small Unit Price

Purchase Information

Currency — The currency of a stock divides into two parts: local currency and foreign currency. User can set the default foreign currency here for each stock. The unit price of foreign currency will be used directly when the currency in sales transaction entry is same.
User can select a desired currency and input the unit price of foreign currency in relevant fields. The Application will convert the unit price of foreign currency into local currency automatically. The unit price of local currency can be altered by the user.

Large Purchase Price — It is standard purchase price for each large unit. The Application will update the price when a vendor invoice input.

Small Purchase Price — It is standard purchase price for each small unit. The Application will update the price when a vendor invoice issued.

Average Cost (L) — Average cost is calculated based on large unit purchase price. When a vendor invoice issued, this figure is automatically calculated and filled in by the Application. If you are first time to the Application, this field should be key in by yourself. Otherwise, the result may be wrong.

Average Cost (S) — Average cost is calculated based on small unit purchase price. When a vendor invoice issued, this figure is automatically calculated and filled in by the Application. If you are first time to the Application, this field should be key in by yourself. Otherwise, the result may be wrong.

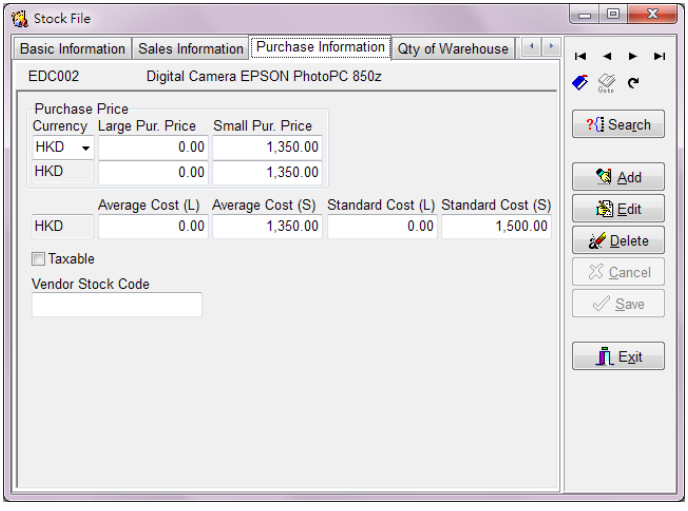


Figure 3-29 Stock's Purchase information

Standard Cost (L)	It is the standard cost price of large unit. It is set and updated by the user.
Standard Cost (S)	It is the standard cost price of small unit. It is set and updated by the user. Users can set the costing method in System Setup according to their companies. The gross profit for each sales transaction will be affected directly due to different costing method.
Taxable	If there is a sales tax on this stock, please mark '✓'.
Vendor Stock Code	The stock code used by the vendor. If it is different from yours, you can input the vendor stock code in this field. You can also change P/O format by yourself to display vendor's stock code.

Quantity of Warehouse (Enhanced Edition only)

This page is to display the stocks' quantities in different warehouses. All data in this page is automatically maintained by the Application except Opening Qty. You should input the Opening Qty for each warehouse if applicable. Press [Insert] to insert a row and press [Ctrl + Delete] to delete a row.

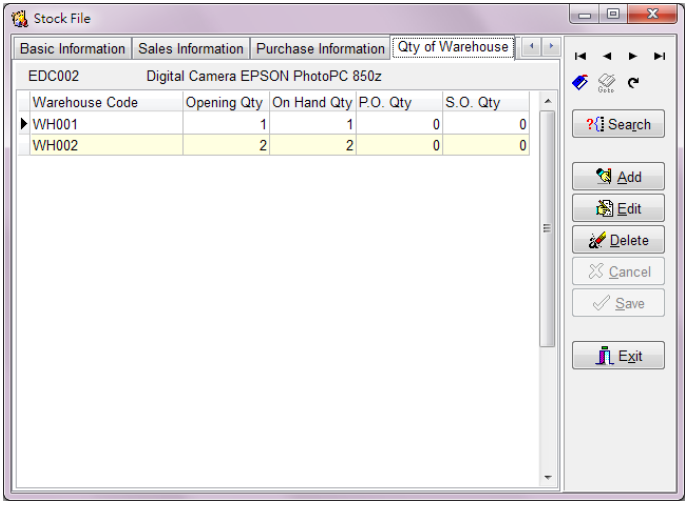


Figure 3-30 Stock's Qty of Warehouse

Warehouse Code The code for each warehouse. To choose the desired one, please press the button with triangle.

Opening Qty The stock's quantities for each warehouse brought from last year. After the Opening Qty of each warehouse input, the Application will automatically calculate the accumulate opening quantities of this stock for all warehouses and update the Opening Stock in Basic Information page.

On Hand Qty The current quantities held in this warehouse.

P/O Qty The outstanding quantities ordered from the vendors.

S/O Qty The outstanding ordered by the customers.

Remark

It is used to record the supplementary information for a stock.

Product Image

User can save the image of a stock here. Under Insert or Edit mode, please press [F5] to select the image. GTC Application supports most of product image formats, e.g. BMP, TIF, JPG, PCX, etc. However, Report Designer only supports BMP and JPG formats. Therefore, you should use only BMP or JPG format if you want to add a product image in your reports by Report Designer. The default reports are not limited to this.

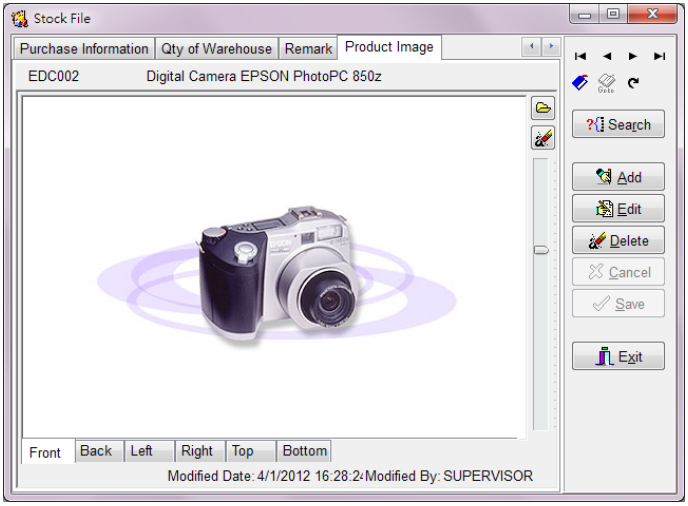


Figure 3-32 Stock's Image

Modified Date The Application will automatically update the latest modified time of this record.

Modified By The Application will automatically update the latest modified user name of this record.

3.14 Employee File

Employee Code This field is up to 20 digits or characters. To add a new record, the code will be automatically filled in as the largest number plus one. Under Insert mode, the code can be altered. After the record saved, this field cannot be altered.
To be better management, it should be added an appropriate character in front of the digit.

Create Date This field will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Chinese Name It is for user to fill in the employee's Chinese name.

English Name It is for user to fill in the employee's English name.

Sure Name It is the family name of the employee.

Sex It is for user to select, female or male.

ID No It is for user to fill in the identity card number for this employee.

Passport No It is for user to fill in Passport number for this employee.

Birthday It is for user to fill in birthday for this employee.

English Address Three lines with maximum 60 characters each are available.

Chinese Address Three lines with maximum 60 characters each are available.

City/State/Country/Post Code
User can key in relevant information in these fields.

Telephone No It is for user to fill in the employee's telephone number.

Fax No. It is for user to fill in the employee's fax number.

Pager No It is for user to fill in the employee's pager number.

Mobile No	It is for user to fill in the employee's mobile telephone number.
E-Mail	It is for user to fill in the employee's E-mail address.
Commission	Commission rate for this employee.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

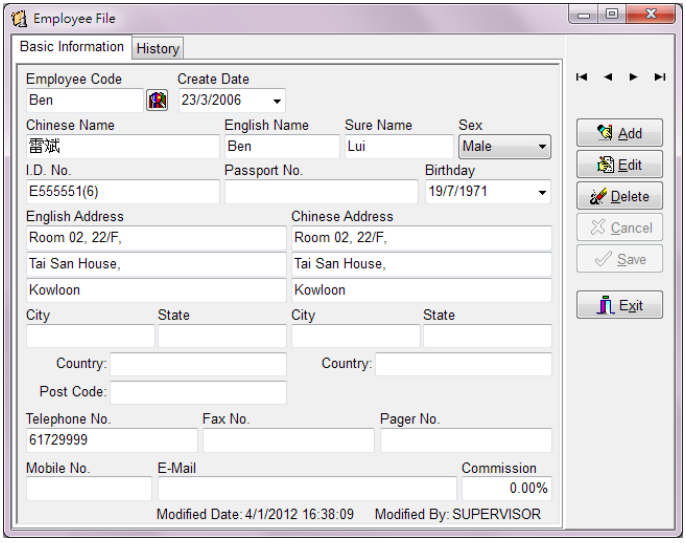


Figure 3-32 Employee File

History

This page is to record all contact information related to an employee. 15 months' contact information by default is shown (one year before the current day and 90 days after the current day). The range to show can be set by user.

To view or edit the information, please use mouse to double click the field of content.

3.15 Warehouse File (GIS, GOS & GRS) (Enhanced Edition only)

It is to record the information of warehouse. At least one warehouse should be created in this Application. Please select the warehouse for all transactions related to stocks.

Warehouse Code The code is up to 20 digits or characters. To add a new record, the code will be automatically filled in as the largest number plus one. Under Insert mode, the code can be altered. After the record saved, this field cannot be modified. To be better management, it should be added an appropriate character in front of the digit.

Create Date This field will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

English Name It is English description of the warehouse.

English Address Three lines with maximum 60 characters each are available.

Chinese Name It is Chinese description of the warehouse.

Chinese Address Three lines with maximum 60 characters each are available.

City/State/Country/Post Code
User can key in relevant information in these fields.

Contact Person The responsible person of the warehouse.

Telephone No Telephone number of the warehouse.

Fax No. Fax number of the warehouse.

E-Mail E-mail address of the warehouse.

Web Site Web site of the warehouse.

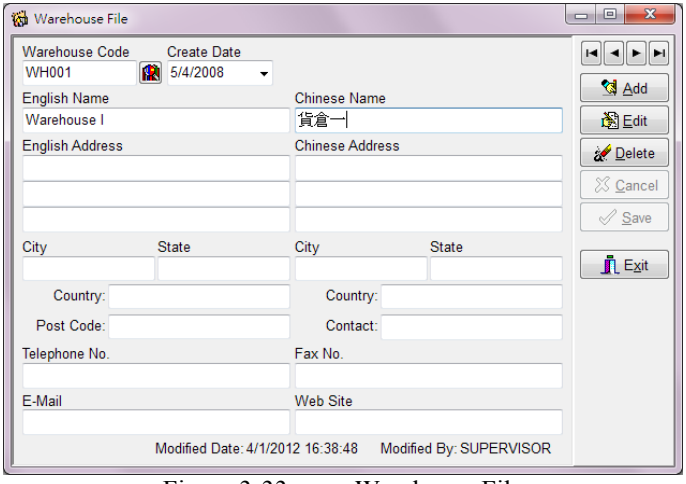


Figure 3-33 Warehouse File

3.16 Job File (Enhanced Edition only)

Job File is to record the information of the job. If the job code has been created and been selected in the related transactions, the reports of income, expenses and profits for each job can be produced for management purpose.

Job Code	The code is up to 20 digits or characters. To add a new record, the code will be automatically filled in as the largest number plus one. Under Insert mode, job code can be altered. After the record saved, this field cannot be modified. To be better management, it should be added an appropriate character in front of the digit.
Create Date	This field will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Completed Date	Completion date for the job.
Completed	If '✓' marked in this field, the Completion Date will be automatically filled as the current date.
English Name	It is English description of the job.
English Address	Three lines with maximum 60 characters each are available
Chinese Name	It is Chinese description of the job.
Chinese Address	Three lines with maximum 60 characters each are available.
City/State/Country/Post Code	User can key in relevant information in these fields.
Contact Person	The responsible person of the job.
Telephone No	Telephone number of the job place.
Fax No.	Fax number of the job place.
E-Mail	E-mail address of the job place.
Web Site	It is web site of the job place.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

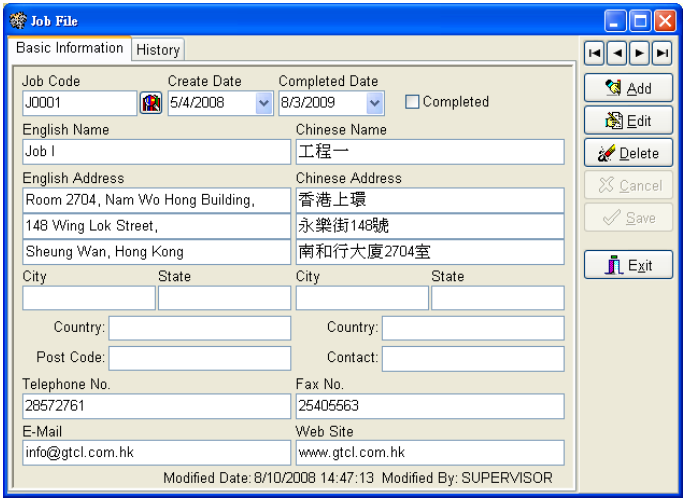


Figure 3-34 Job File

History

This page is to record all contact information related to a job or project. 15 months' contact information by default is shown (one year before the current day and 90 days after the current day). The range to show can be set by user.

To view or edit the information, please use mouse to double click the field of content.

3.17 User Security

User Security is to control the authority to each user for each function. Each function for each user can be restricted to Read, New, Edit or Delete.

3.17.1 Log On

To enter into the Application, User ID and Password must key in on Log On interface. Default user name and password is SUPERVISOR and PASSWORD respectively. SUPERVISOR is a user with the highest authority and it cannot be deleted. It is highly recommended to change the password of SUPERVISOR.

To change password, please tick [Change Password] on Log On interface. Change Password interface will be shown after you have successfully log on. Old password should be key in the field of Old Password. New password should be key in the field of New Password and Verify.

Figure 3-35 Log On

3.17.2 Add or Delete a user

To execute User Security and press [New User] button, new user name and password are requested to input. After that, all functions are shown. If the user is allowed perform the function, please use the mouse to double click the functions.

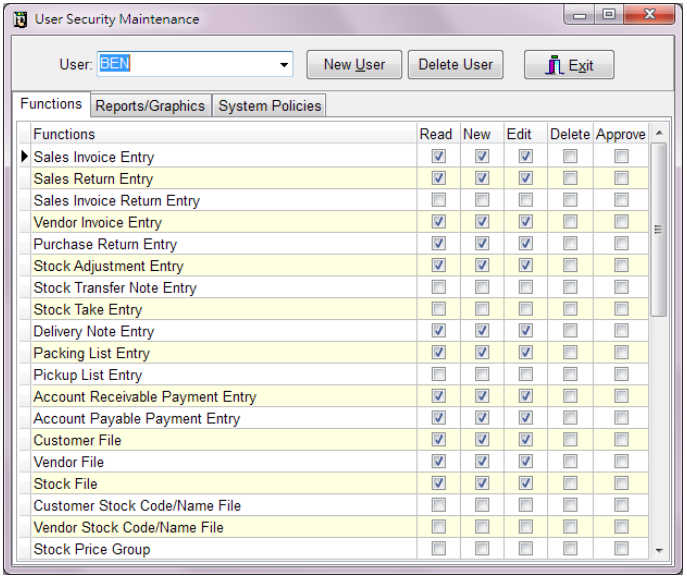


Figure 3-36 User Security Maintenance

Read To allow user enter into or execute a specific function.

New To allow user insert a new record.

Edit To allow user edit the existing record.

Delete To allow user delete the existing record.

To delete an existing user, please use the mouse to choose the desired one by pressing downward arrow beside user name and press [Delete User] button.

Note: SUPERVISOR and the user executing the Application cannot be deleted.

3.18 System Setup

System Setup is designed for simplification of operation.

3.18.1.1General - Printing

Print after Save The Application will automatically check this setting after each transaction (e.g. Sales Invoice) saved. If there is '✓' in this field, printing action will be automatically executed. If there is no '✓' in this field, [Ask before Printing] and [Show Print Dialog] will not display.

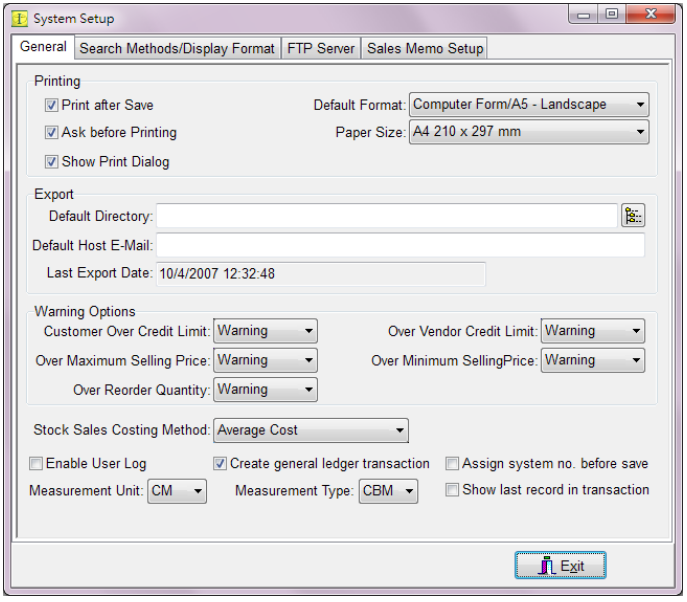


Figure 3-37 System Setup (General)

Ask before Printing

The Application will automatically check this setting when printing action executed. If there is '✓' in this field, the print dialog will be displayed for user to choose print or not. If there is no '✓' in this field, printing action will be automatically executed.

Show Print Dialog

If there is '✓' in this field, The Application will display Print Dialog Box before printing. User can change the printer setting in here.

Default Format This format is usually used to print out.

Paper Size This paper size is used to print. User can change the paper size temporarily in Print Dialog box. If user has modified the report format, the paper size cannot be changed in here.

3.18.1.2 General - Export

Default Directory The directory for the Application to save the export data. If it is blank, default directory will be the sub-directory of data directory. For example, if the data directory is c:\gtc\gbs50p\data (Professional Edition) or c:\gtc\gbs50i\data (Enhanced Edition) and the current date is 10, the default target directory will be c:\gtc\gbs50p\data \10 (Professional Edition) or c:\gtc\gbs50i\data\10 (Enhanced Edition).

Note: The user must have the security permission of data folder for Read, Write, Add and Delete.

Default Host E-Mail The e-mail address is usually to be used for export. This e-mail address will be automatically filled in the field of Host E-Mail in the function of [Export Data from System].

Last Export Date The Application will automatically update the last export date in this field. This information will be used as the beginning date in the next export data.

3.18.1.3 General – Warning Options

Three warning options, Prohibit, Warning and Ignore can be selected. If [Prohibit] is selected, the designated action will be rejected by the Application exclusive the authorized user. If [Warning] is selected, a warning message will be shown for the user to confirm the designated action. If [Ignore] is selected, no any checking will be conducted for the designated action by the Application.

Customer over Credit Limit

[Prohibit] and [Warning] are selected, the Application will check whether the customer's outstanding balance is over the customer's credit limit. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.
[Ignore] is selected, the Application will not conduct the comparison.

Over Vendor Credit Limit

[Prohibit] and [Warning] are selected, the Application will check whether the vendor's outstanding balance is over the vendor's credit limit. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.
[Ignore] is selected, the Application will not conduct the comparison.

Over Maximum Selling Price

[Prohibit] and [Warning] are selected, the Application will check whether the unit price is over the maximum price set in Stock File. The unauthorized user can't save this record whilst a warning message will be shown for he authorized user to confirm this record.
[Ignore] is selected, the Application will not conduct the comparison.

Over minimum Selling Price

[Prohibit] and [Warning] are selected, the Application will check whether the unit price is over the minimum price set in Stock File. The unauthorized user can't save this record whilst a warning message will be shown for he authorized user to confirm this record.
[Ignore] is selected, the Application will not conduct the comparison.

Over Reorder Quantity

[Prohibit] and [Warning] are selected, the Application will check whether the quantities are over the reorder quantity set in Stock File. The unauthorized user can't save this record whilst a warning message will be shown for he authorized user to confirm this record.
[Ignore] is selected, the Application will not conduct the comparison.

3.18.1.4 General – Others

Stock Sales Costing Method

There are three types of costing method, Average Cost, Standard Cost and Last Purchase Price, for user's selection. The gross profit for each sales transaction will be affected directly due to different costing method. Authorized user can modify the cost of a stock in sales transaction.

Enable User Log

Please mark '✓' to enable the function of User Log. After that, any functions executed by any users will be recorded by the Applications. The information including User Name, Function, Access Time, Action, Result, Station and Record Number will be recorded and displayed.

Since the records for User Log take up much space, please execute [Delete] function in User Log Control interface within certain period.

Create General Ledger Transaction

The Application supports whether generate GL transactions from other modules. Please cancel '✓' if no GL transactions to be generated. If the situation changed, GL transactions can be generated just by marking '✓' in this field and executing Transaction Auditor with '✓' in the field of Rebuild Transactions.

Note: Incomplete accounting information will be happened if this function be cancelled. Please take a full consideration before cancel this function.

Measurement Unit — The unit uses to measure stock's length, width and height. It will be used in Stock File and in the calculation of volume (CBM/CTF).

Measurement Type — Two choices, CBM or CTF, are available.

Show Last Record in Transaction

Please mark '✓' to enable this function. The last record will be shown in transaction entries. Otherwise, the first record will be shown. Please note that it will take more time to loan the data if this function is enable with large volume data.

3.18.2.1 Search Methods - Sales Entry Interface

Search Customer by Bar Code

If this field be selected, the Application will execute the search action until the user input search criteria and press [Enter] in Customer Code field of Sales Entry Interface. There are hints if no matched records found.

Search Stock by Bar Code

If this field be selected, the Application will execute the search action until the user input search criteria and press [Enter] in Stock Code field of Sales Entry Interface. There are hints if no matched records found.

Search Customer by

The Application uses incremental searching method. User can set the default field for searching the customer via customer code, customer name or telephone number.

Multi Stock Selection

User can select more than one stock in incremental searching lookup box. When set to True this property allows the ability to select multiple contiguous records with the mouse while the [Shift] key is pressed and to select multiple records one by one with the mouse while the [Ctrl] key is pressed. The selected

stocks will be added to the current transaction by selecting order. The default quantity is 1. The Retail Price will be used as the unit price.

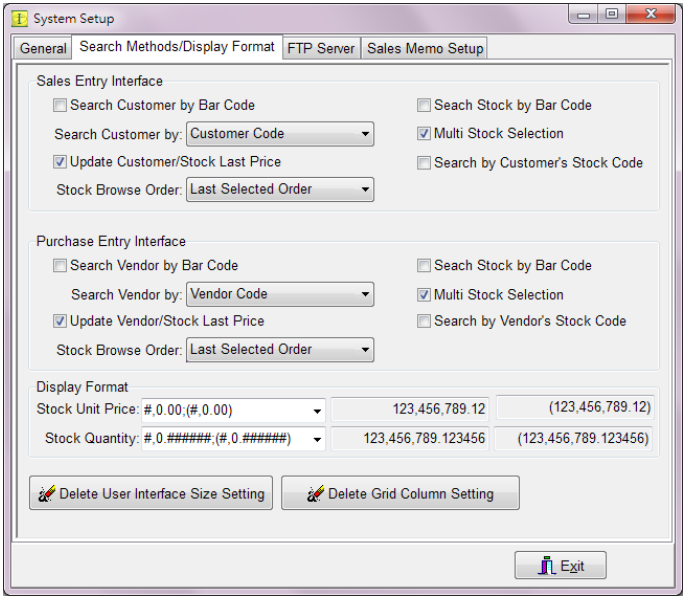


Figure 3-38 System Setup (Search Methods/Display Format)

Update Customer/Stock Last Price

User can decide to update Customer/Stock Last Price by the Application or not. Please mark '✓' to enable this function. The Application will not update the Customer/Stock Last Price after a quotation, a sales order or a sales invoice is issued. User can update the price in Customer/Stock Last Price File.

Search by Client's Stock Code

User can search the stock by client's stock code. Please mark '✓' to enable this function. User should set up the information in [Customer Stock Code/Name File].

Stock Browse Order

There are 4 options, Last Selected Order, Stock Code, English Stock Name and Chinese Stock Name. The setting here will be used for searching a stock in all sales transactions.

3.18.2.2 Search Methods - Purchase Entry Interface

Search Vendor by Bar Code

If this field be selected, the Application will execute the search action until the user input search criteria and press [Enter] in Vendor Code field of Purchase Entry Interface. There are hints if no matched records found.

Search Stock by Bar Code

If this field be selected, the Application will execute the search action until the user input search criteria and press [Enter] in Stock Code field of Purchase Entry Interface. There are hints if no matched records found.

Search Vendor by

The Application uses incremental searching method. User can set the default field for searching the vendor via vendor code, vendor name or telephone number.

Multi Stock Selection

User can select more than one stock in incremental searching lookup box. When set to True this property allows the ability to select multiple contiguous records with the mouse while the [Shift] key is pressed and to select multiple records one by one with the mouse while the [Ctrl] key is pressed. The selected stocks will be added to the current transaction by selecting order. The default quantity is 1. The Last Purchase Price or Standard Price by order will be used as the unit price.

Update Vendor/Stock Last Price

User can decide to update Vendor/Stock Last Price by the Application or not. Please mark '✓' to enable this function. The Application will not update the Vendor/Stock Last Price after a purchase order or a vendor invoice is issued. User can update the price in Vendor/Stock Last Price File.

Search by Vendor's Stock Code

User can search the stock by vendor's stock code. Please mark '✓' to enable this function. User should set up the information in [Vendor Stock Code/Name File].

Stock Browse Order

There are 4 options, Last Selected Order, Stock Code, English Stock Name and Chinese Stock Name. The setting here will be used for searching a stock in all sales transactions.

3.18.2.3 Display Format

Stock Unit Price Default decimal point for stock unit price is 2. User can set decimal point, maximum to 4 points, for stock unit price. Please select the desired one by pressing the downward arrow.

Stock Quantity Default decimal point for stock quantity is 0. User can set decimal point, maximum to 5 points, for stock quantity. Please select the desired one by pressing the downward arrow.

Display Format The format is same as the format of MS Windows. Please refer to the following:

a) #: If the value being formatted has a digit in the position where the "#" appears in the format string, then that digit is copied to the output string. Otherwise, nothing is stored in that position in the output string.

b) 0: If the value being formatted has a digit in the position where the "0" appears in the format string, then that digit is copied to the output string. Otherwise, a "0" is stored in that position in the output string.

c) ",": "," is thousand separator. If the format string contains one or more "," characters, the output will have thousand separators inserted between each group of three digits to the left of the decimal point. The actual character used as a the thousand separator in the output is determined by the Thousand Separator global variable. The default value of Thousand Separator is specified in the Number Format of the Regional Settings section in the Windows Control Panel.

d) ".": "." is decimal point. The first "." character in the format string determines the location of the decimal separator in the formatted value; any additional "." characters are ignored. The actual character used as a decimal separator in the output string is determined by the DecimalSeparator global variable. The default value of DecimalSeparator is specified in the Number Format of the Regional Settings section in the Windows Control Panel.

e) To allow different formats for positive and negative values, the format string can contain two sections separated by semicolons. The first section applies to positive values and the second section applies to negative values. For example, the format string of #,0.00; (#,0.00) will display the value of 1234.56 as 1,234.56 for positive value and (1,234.56) for negative value.

f) The following table shows the effect of various format strings:

Format String	Value	Display Format
#,0.00	1234.5670	1,234.57
#,0	1234.56700	1,235
#,0.####	1234.5670	1,234.567

Note: The format string only affects the display format. The calculation of the Applications will base on the value entered. For example, the display format for the value of 1234.567 will be 1,234.57 if the format

string is #,0.00. However, the calculation of the Applications will base on 1234.567.

3.18.2.4 Delete the setting of user interface

Delete User Interface Size Setting

The size of the user interface will be automatically recorded and used in next time. To return to the original size, press [Delete User Interface Size Setting].

Delete Grid Column Setting

The size and order of a grid (e.g. items of Sales Invoice Entry) will be automatically recorded and used in next time. To return to the original setting, press [Delete Grid Column Setting].

3.18.3 FTP Server

The Application supports the data exchange for different locations via FTP (File Transfer Protocol) server. User can set up the settings to upload the data exported from the Application or download the data imported to the Application.

Before set up the settings, please collect the following information:

a) FTP Server Address: it can be URL or IP address.
b) User name and password of FTP Server
c) Upload / Download Folder
d) The user of FTP Server must have the authority to create and delete in the folder.

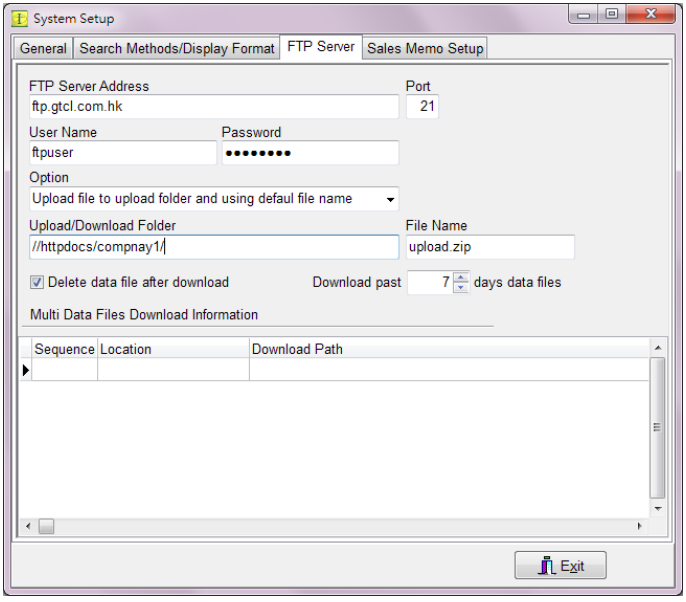


Figure 3-39 System Setup (FTP Server)

3.18.4 Sales Memo Setup

This page will be displayed only when GTC Retailing System installed.

Store/Warehouse (Enhanced Edition only) — The code for this store or warehouse.

Till I.D. — I. D. code for this stand.

Default Salesman — The salesman usually responses to issue Sales Memo and will be filled in Salesman field by the System automatically.

Max Line Discount — The maximum discount rate for each item.

Max Total Discount — The maximum discount rate for a Sales Memo.

Default Total Discount — The total discount rate for each Sales Memo will be filled in Total Discount Rate field by the System automatically. This rate must be lower than Max Total Discount.

Cash A/C Code — When there is a cash payment in a Sales Memo, the amount of cash payment will be posted to this A/C by the System automatically.

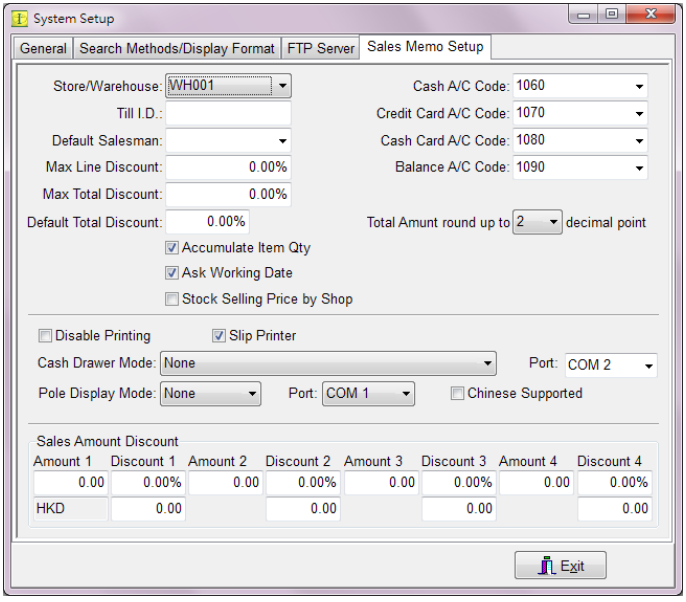


Figure 3-40 System Setup (Sales Memo Setup)

Credit Card A/C Code — When there is a credit card payment in a Sales Memo, the

amount of credit card payment will be posted to this A/C by the System automatically.

Cash Card A/C Code — When there is a cash card payment in a Sales Memo, the amount of cash card payment will be posted to this A/C by the System automatically.

Balance A/C Code — When there is a balance in a Sales Memo, the balance amount will be posted to this A/C by the System automatically.

Accumulate Item Qty — Please mark '✓' in this field for accumulating the quantities of same stocks.

Ask Working Date — Please mark '✓' in this field for defining the bill date by user.

Stock Selling Price by Shop — Please mark '✓' in this field to apply the different prices to difference shops. The prices should be firstly set in [Stock Selling Price by Shop] under [Systems] menu.

Total Amount round up to [ ] decimal point
To set up the decimal point of the total amount.

Disable Printing — Please mark '✓' in this field for disable the printing function after a Sales Memo issued.

Slip Printer — Please mark '✓' in this field for supporting Slip Printer.

Cash Drawer Mode — Press the button beside the field by the mouse to call the dialog box for selecting Cash Drawer Mode.

Port — The port to link Cash Drawer.

Pole Display Mode — Press the button beside the field by the mouse to call the dialog box for selecting Pole Display Mode.

Port — The port to link Pole Display.

Chinese Supported — Please mark '✓' in this field if Pole Display supporting Chinese.

Pole Display shows — Pole Display can be shown by Stock Name or Stock Code.

Sales Amount Discount — This discount is offered based on total amount of a cash memo. 4 levels can be set. Discount rate will be applied by the Application if both discount rate and discount unit price are input.

3.19 Customer / Stock Last Price File (GIS & GOS)

This file keeps all information about the latest selling price of a stock for different customers. It is helpful for user to handle quotations or sales transactions.

All the user need to do is to select the desired customer, the Application will automatically display all stocks which had been sold to this customer. The information includes stock code, stock name, currency, unit price, discount rate, quantity, bill number and bill date.

Batch Update To facilitate the modification of selling price, user can press [Batch Update] to call the interface of [Update Customer Last Selling Price].

Here user can set the range of stocks to update the price by Customer Code, Stock Code, Class or Brand. "+", "-" or "=" can be chosen to adjust the price in amount or in percentage.

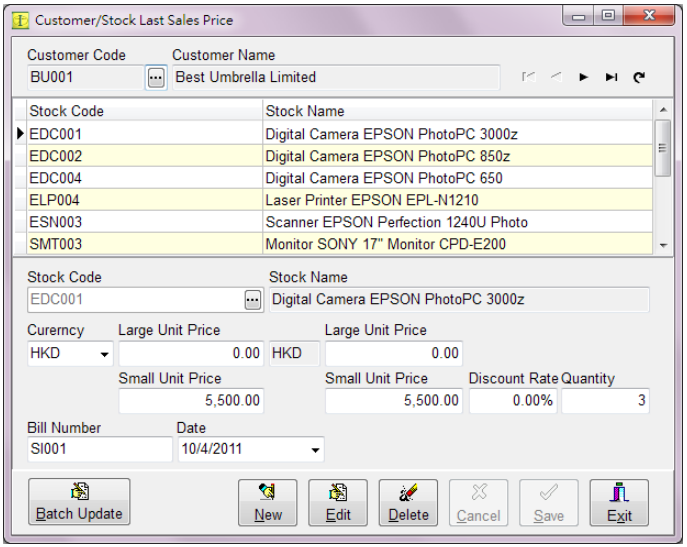


Figure 3-41 Customer/Stock Last Sales Price

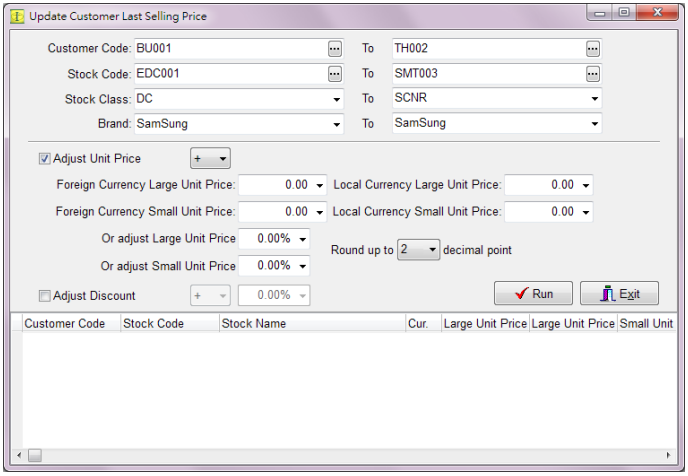


Figure 3-42 Batch Update of Customer/Stock Last Sales Price

3.20 Vendor / Stock Last Purchase Price File (GIS, GOS & GRS)

This file keeps all information about the latest purchase price of a stock from different vendors. It is helpful for user to handle purchase transactions.

All the user need to do is to select the desired vendor, the Application will automatically display all stocks which had been ordered from this vendor. The information includes stock code, stock name, currency, unit price, discount rate, quantity, bill number and bill date.

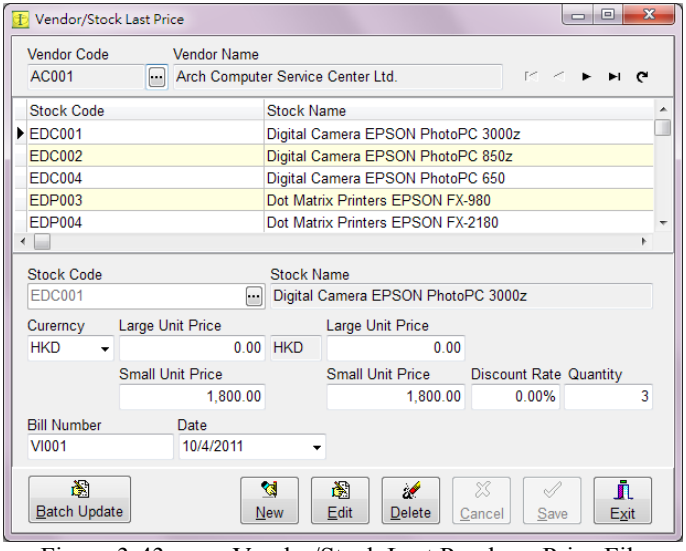


Figure 3-43 Vendor/Stock Last Purchase Price File

Batch Update To facilitate the modification of selling price, user can press [Batch Update] to call the interface of [Update Vendor/Stock Last Price].

Here user can set the range of stocks to update the price by Vendor Code, Stock Code, Class or Brand. “+”, “-“ or “=” can be chosen to adjust the price in amount or in percentage.

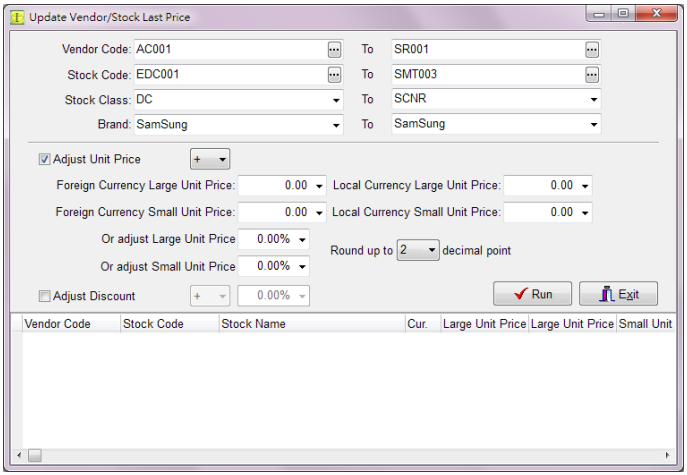


Figure 3-44 Batch Update of Vendor/Stock Last Purchase Price File

3.21 Stock Selling Price

It is to set up the selling price of stocks for the customers in different groups.

Note: The Application will select the selling price according to the following sequence: (1) Selling Price Quantity Discount (2) Stock Selling Price Table (3) Customer/Stock Last Price (4) Standard Unit Price.

3.21.1 Stock Price Group

It is to set up the price group here. It applies to Stock Selling Price Table.

3.21.2 Stock Selling Price Table

It is to set up the selling price of the stocks for different groups.

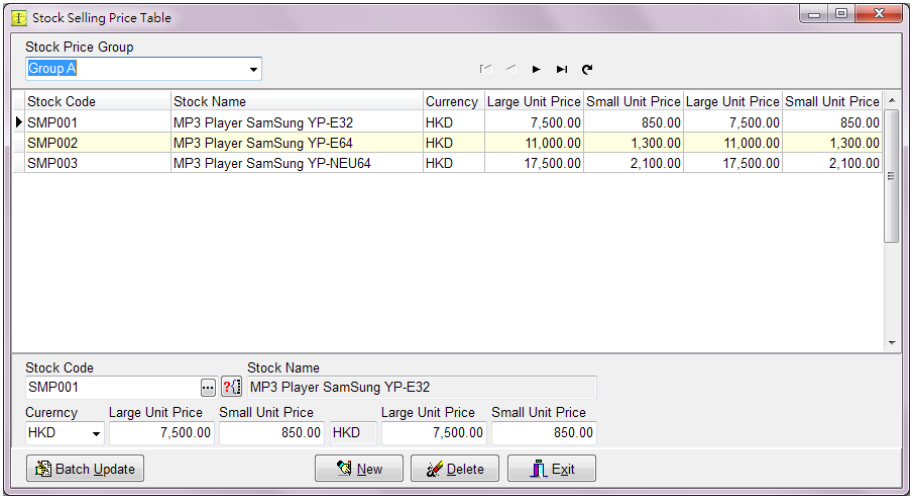


Figure 3-45 Stock Selling Price Table

Batch Update To facilitate the modification of selling price, user can press [Batch Update] to call the interface of [Update Stock Selling Price Table].

Here user can set the range of stocks to update the price by Price Group Table, Stock Code, Class or Brand. “+”, “-“ or “=” can be chosen to adjust the price in amount or in percentage.

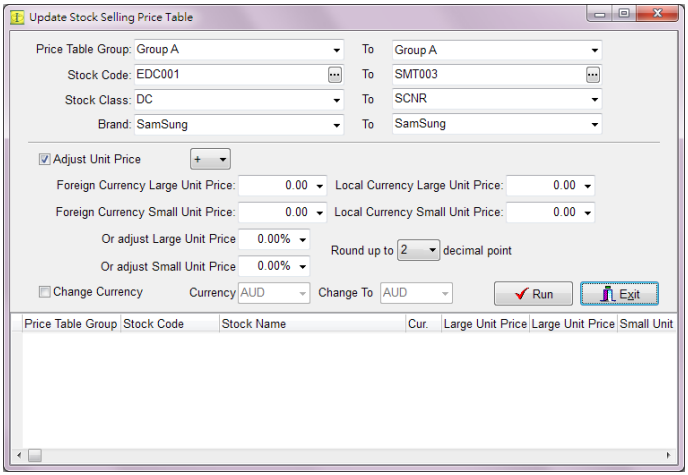


Figure 3-46 Batch Update of Stock Selling Price Table

3.22 Member File

Member Code — The code is up to 20 digits or characters. To add a new record, the code will be automatically filled in as the largest number plus one. Under Insert mode, the code can be altered. After the record saved, this field cannot be altered.
To be better management, it should be added an appropriate character in front of the digit.

Create Date — This field will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Expiry Date — To record the date of the membership expired.

Chinese Name — It is for user to fill in the member's Chinese name.

English Name — It is for user to fill in the member's English name.

Sex — It is for user to select, female or male.

ID No — It is for user to fill in the identity card number for this member.

Passport No — It is for user to fill in Passport number for this member.

Birthday — It is for user to fill in birthday for this member.

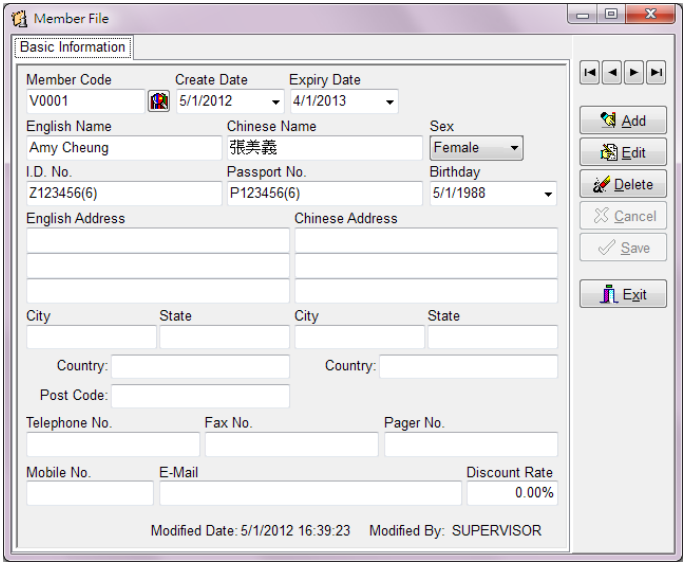


Figure 3-47 Member File

English Address — Three lines with maximum 60 characters each are available.

Chinese Address — Three lines with maximum 60 characters each are available.

City/State/Country/Post Code
User can key in relevant information in these fields.

Telephone No — It is for user to fill in the member's telephone number.

Fax No. — It is for user to fill in the member's fax number.

Pager No — It is for user to fill in the member's pager number.

Mobile No — It is for user to fill in the member's mobile telephone number.

E-Mail — It is for user to fill in the member's E-mail address.

Discount Rate — Default discount rate for this member.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

3.23 Remark File

Remark File is for user to input the remarks used frequently. Under insert or edit mode, press [. + Remark Code + Enter] or [. + Remark Code + Tab] in remark field. The content of Remark or Detail Remark input in Remark File will be automatically pasted.

Remark Code — The code is up to 20 digits or characters.

English Description — This content will be pasted to the one line remark field. It is up to 60 characters.

Chinese Description — This content will be pasted to the one line remark field. It is up to 60 Chinese characters.

English Detail Description
This content will be pasted to multi line remark field.

Chinese Detail Description
This content will be pasted to multi line remark field.

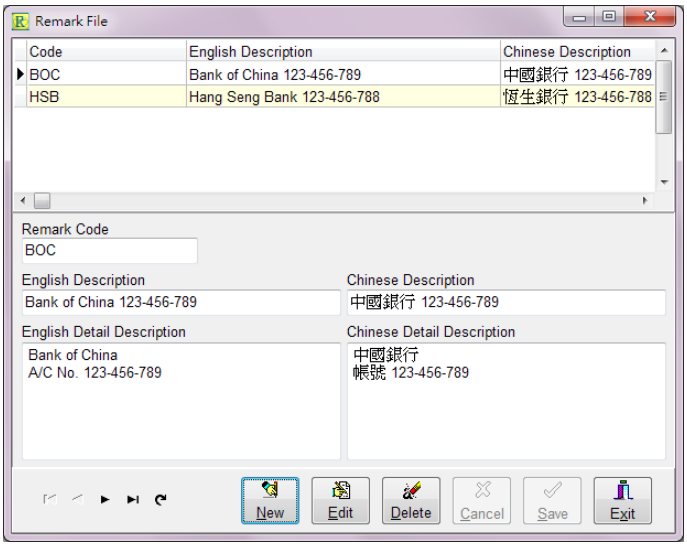


Figure 3-48 Remark File

There are two types of remark for a remark code, item remark and multi-line remark. The Applications will automatically copy the content of item remark to the field of item remark or the content of multi-line remark to the field of multi-line remark in every transaction. Either English Description or Chinese Description will be copied to the relative field according to the language used.

3.24 User Log Control

The Application records the history of all functions executed by all users for management purpose. Please mark '✓' in the field of [Enable User Log] of System Setup if this function is applicable.

User Range Please select the user in [From User] and [To User].

Date Range Please select an appropriate time range in [From Date] to [To Date].

Function Range Please select the desired function range in [From Function] to [To Function].

Run The Application will display the history according to the selection of user, time and function.

Delete Press [Delete] button if you want to delete the displayed history. Please use this function carefully since the history cannot be recalled once the history has been deleted.

Preview To preview the history in monitor.

Print To print out the history.

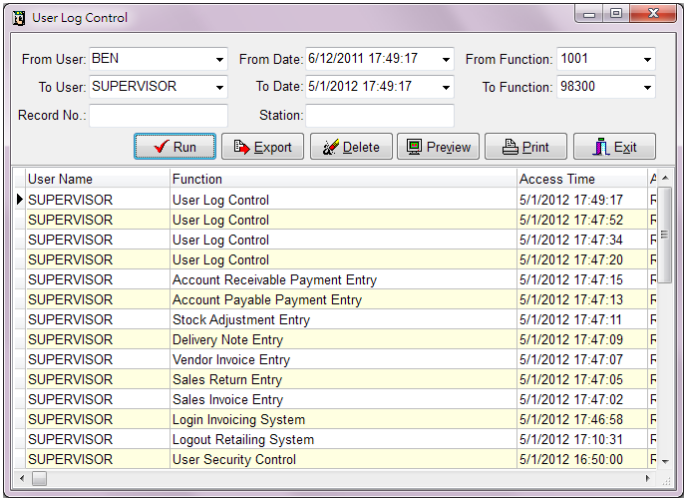


Figure 3-49 User Log Control

3.25 Other System Files

3.25.1 Credit Status File

It is to record different types of credit status. It can contain 40 characters.

3.25.2 Ship Via File

It is to record different types of delivery methods. It can contain 40 characters.

3.25.3 District File

It is to record different sales districts. It can contain 40 characters.

3.25.4 Unit of Measure File

It is to record different types of unit for stocks or weights. It can contain 8 characters.

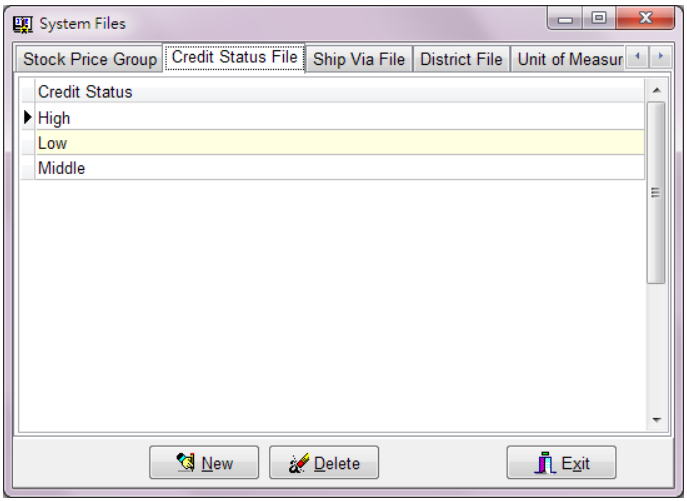


Figure 3-50 Credit Status File

3.25.5 Customer Stock Code/Name

It is for user to set up the stock code and name for the customers. The Application supports to input customer's stock code in sales transaction entries, such as Quotation Entry, Sales Order Entry and Sales Invoice Entry. Please mark '✓' to enable the function of Search Client's Stock Code in [System Setup].

3.25.6 Vendor Stock Code/Name

It is for user to set up the stock code and name for the vendors. The Application supports to input vendor's stock code in purchase transaction entries, such as Purchase Order Entry and Vendor Invoice Entry. Please mark '✓' to enable the function of Search Vendor's Stock Code in [System Setup].

Chapter 4 Transfer Voucher Entry (GAS)

Under main menu, use the mouse to choose Transfer Voucher Entry or press [Alt-S]+T to Transfer Voucher Entry interface. The interface divides into three parts: header, details and footer.

4.1 Header

Header includes major content of a transfer voucher, e.g. Voucher No., Date, Period, Ref No and Remark.

Voucher No. Voucher number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Voucher Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number.

Note: Voucher Number should be unique to other System Number. To change Voucher Number for next voucher, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a voucher and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

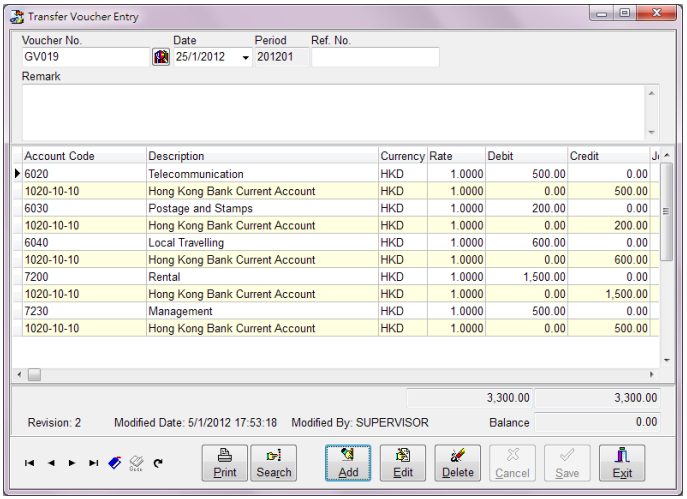


Figure 4-1 Transfer Voucher Entry

Period	Accounting period is automatically set by the Application based on voucher date. User cannot alter.
Ref No	It is for user to input supplementary information. This field contains up to 20 digits or characters.
Remark	It is to record the detail description for each voucher.

4.2 Details

Each voucher can contain many items include Account Code, Account Name, Currency, Rate, Debit, Credit, Job Code (Enhanced Edition only), Cheque No and Remark. It can be saved only debit and credit is balance.

Account Code	It can be input by user directly or to select existing records on put down menu. The most similar account code matched with input information will be shown.
Account Name	Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.
Currency	The currency will be filled as local currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Debit / Credit	Either Debit field or Credit field should be filled in for each line. If both fields are filled, the Application will automatically calculate the difference. The Application will fill the amount in Debit side if the difference is positive. Otherwise, the difference will be filled in Credit side. If there is a balance when a new item added, the Application will automatically fill the balance in appropriate side.
Job Code (Enhanced Edition only)	If the job code be selected, this transaction will be assigned to the relative Job Reports according to the related account type of the account.
Cheque No	It can be up to 30 digits or characters.
Remark 1 & 2	It is detail description for each item and will be copied to next item automatically.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

View AR/AP Detail Press [F5] in the transactions related to AR or AP to view the details, such as Invoice No, Invoice Date, Currency, Amount, etc.

Multi-selection of unpaid invoices

1) Under Insert or Edit mode, press [F7] to select a customer or [F8] to select a vendor, all outstanding invoices will be displayed.
2) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
3) Press [OK], the outstanding amounts of each invoice will be credited to AR account and the selected invoices will be settled.

4.3 Footer

Footer includes Total Debit Amount, Total Credit Amount and Balance. All are calculated by the Application automatically.

Revision The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date The Application will automatically update the latest modified time of this record.

Modified By The Application will automatically update the latest modified user name of this record.

4.4 Other Functions

Print Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print a voucher. User can also press [F10] or [Print] button to call dialog box for printing or preview.

Three formats (A5-Landscape, A4 Full Page-Portrait and A4 Half Page-Portrait) can be selected.

To call the function of Modify Report Format, press [F8] in Print Dialog Box.

Search records by incremental searching method

To search a record, press the button beside the field of Voucher No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Transfer Voucher]. Most of the fields can be selected for advance searching.

Copy

User can copy the content of the existing voucher to a new voucher by pressing right key of the mouse to call functions menu for copying.

Chapter 5 Income Voucher Entry (GAS)

Under main menu, use the mouse to choose Income Voucher Entry or press [Alt-S]+I to Income Voucher Entry interface. The interface divides into three parts: header, details and footer.

5.1 Header

Header includes major content of an income voucher, e.g. Voucher No., Date, Period, Ref No, Cheque No, Job Code (Enhanced Edition only), Debit Account, Currency, Rate, Amount and Remark.

Voucher No. Voucher number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Voucher Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number.

Note: Voucher Number should be unique to other System Number. To change Voucher Number for next voucher, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a voucher and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Period Accounting period is automatically set by the Application based on voucher date. User cannot amend.

Ref No It is for user to input supplementary information. This field contains up to 20 digits or characters.

Cheque No It can be up to 30 digits or characters.

Job Code (Enhanced Edition only) Job code for debit side.

Account Code It can be input by user directly or to select existing records from put down menu. The most similar account code matched with input information will be shown.

Currency The currency will be filled as local currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Debit Amount — User can input the amount in this field.

5.2 Details

Each voucher can contain many items include Account Code, Account Name, Currency, Rate, Credit, Job Code (Enhanced Edition only) and Remark. It can be saved only debit and credit is balance.

Account Code — It can be input by user directly or to select existing records from put down menu. The most similar account code matched with input information will be shown.

Account Name — Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.

Currency — The currency will be filled as local currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

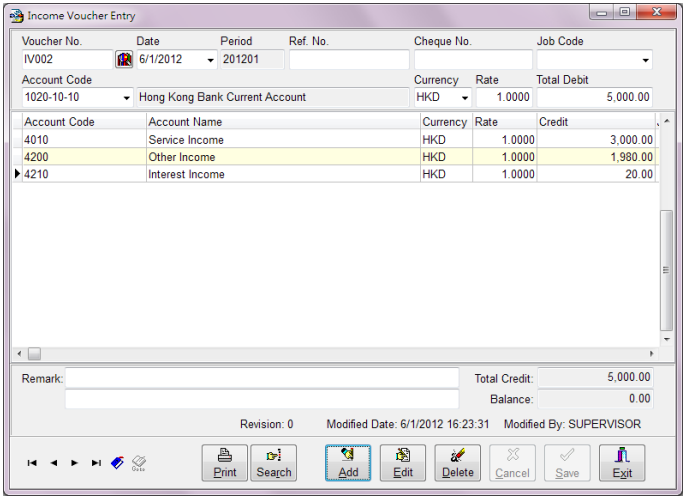


Figure 5-1 Income Voucher Entry

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Credit — It is the total amount of credit side. It should be same as total amount of debit side. Otherwise, the voucher cannot be saved.

If there is a balance when a new item added, the Application will automatically fill the balance in appropriate side.

Job Code (Enhanced Edition only) — Job Code for credit side.

Remark 1 & 2 — It is detail description for each item and will be copied to next item automatically.

Delete an item — Press [Ctrl-Del] to delete an item at cursor position.

5.3 Footer

Footer includes Remark, Total Credit and Balance. Total credit amount and balance is calculated by the Application automatically. Remark is for user to input supplementary information for debit side. Each line remark is up to 60 characters.

Revision — The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

5.4 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print a voucher. User can also press [F10] or [Print] button to call dialog box for printing or preview.

Three formats (A5-Landscape, A4 Full Page-Portrait and A4 Half Page-Portrait) can be selected.

To call the function of Modify Report Format, press [F8] in Print Dialog Box.

Search records by incremental searching method

To search a record, press the button beside the field of Voucher No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Income Voucher]. Most of the fields can be selected for advance searching.

Copy — User can copy the content of the existing voucher to a new voucher by pressing right key of the mouse to call functions menu for copying.

Chapter 6 Expense Voucher Entry (GAS)

Under main menu, use the mouse to choose Expense Voucher Entry or press [Alt-S]+E to Expense Voucher Entry interface. The interface divides into three parts: header, details and footer.

6.1 Header

Header includes major content of an expense voucher, e.g. Voucher No., Date, Period, Ref No, Cheque No, Job Code (Enhanced Edition only), Account Code, Currency, Rate, Credit Account and Remark.

Voucher No. Voucher number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Voucher Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number.

Note: Voucher Number should be unique to other System Number. To change Voucher Number for next voucher, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a voucher and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Period Accounting period is automatically set by the Application based on voucher date. User cannot amend.

Ref No It is for user to input supplementary information. This field contains up to 20 digits or characters.

Cheque No It can be up to 30 digits or characters.

Job Code (Enhanced Edition only) Job Code for credit side.

Account Code It can be input by user directly or to select existing records from put down menu. The most similar account code matched with input information will be shown.

Currency The currency will be filled as local currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Credit Amount — User can input the amount in this field.

6.2 Details

Each voucher can contain many items include Account Code, Account Name, Currency, Rate, Debit, Job Code (Enhanced Edition only) and Remark. It can be saved only debit and credit is balance.

Account Code — It can be input by user directly or to select existing records from put down menu. The most similar account code matched with input information will be shown.

Account Name — Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.

Job Code (Enhanced Edition only) — Job Code for debit side.

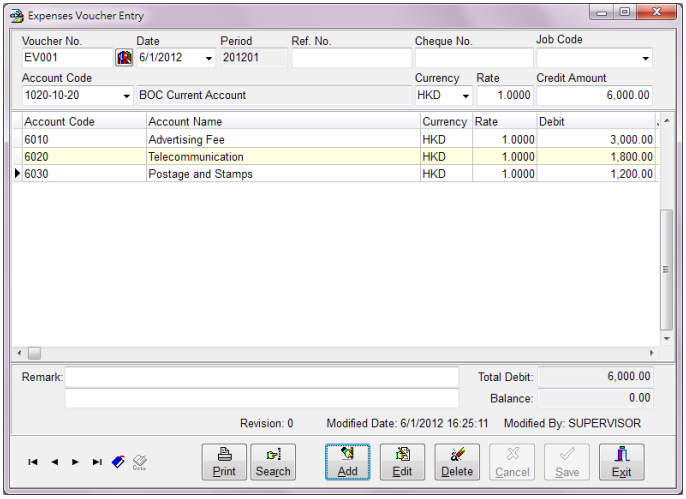


Figure 6-1 Expense Voucher Entry

Debit — It is the total amount of debit side. It should be same as total amount of credit side. Otherwise, the voucher cannot be saved.

If there is a balance when a new item added, the Application will automatically fill the balance in appropriate side.

Remark 1 & 2 It is detail description for each item and will be copied to next item automatically.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

6.3 Footer

Footer includes Remark, Total Debit and Balance. Total debit amount and balance is calculated by the Application automatically. Remark is for user to input supplementary information for credit side. Each line remark is up to 60 characters.

Revision The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date The Application will automatically update the latest modified time of this record.

Modified By The Application will automatically update the latest modified user name of this record.

6.4 Other Functions

Print Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print a voucher. User can also press [F10] or [Print] button to call dialog box for printing or preview.

Three formats (A5-Landscape, A4 Full Page-Portrait and A4 Half Page-Portrait) can be selected.

To call the function of Modify Report Format, press [F8] in Print Dialog Box.

Search records by incremental searching method
To search a record, press the button beside the field of Voucher No.

Search records by advance searching method
Press [Search] button or [F4] to call an interface of [Search Expenses Voucher]. Most of the fields can be selected for advance searching.

Copy User can copy the content of the existing voucher to a new voucher by pressing right key of the mouse to call functions menu for copying.

Chapter 7 Debit Note Entry (GAS)

Under main menu, use the mouse to choose Debit Note Entry or press [Alt-S]+D to Debit Note Entry interface. The interface divides into two pages: Main and Remark.

7.1 Main

Main page includes three parts: header, detail and footer.

7.1.1 Header

Header includes major content of a Debit Note. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as customer code, currency or contact person, etc. To close the interface just by pressing Exit and the current record will be copied to Debit Note.

Field description:

Note Number	The number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Debit Note Number in [System Number] to check whether the number was used. If not, this number will be used as a Debit Note Number. Otherwise, the Application will add one to this number. Note: Note Number should be unique to other System Number. To change next Debit Note Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue a Debit Note and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Customer Code	Press the button beside the field by the mouse to call the dialog box for searching via customer code, customer name or telephone number.
Contact	Contact person for this company.
Currency	The currency will be filled as the selected customer's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate	It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information. It can be customer's sales order number or company's purchase order number.
Prepared by	It is to record the salesman responsible to this Debit Note. The information is for the analysis of salesman's performance.
Debit Note Title	It is to record the general information of this debit note, up to 60 characters.
Payment Terms	It is the credit days for the customer. The Application will calculate the payment date based on this credit days and customer's closing date (please refer to Payment Terms File and Customer File). If this field is blank, the payment date will be same as the date of the Debit Note.
Payment Method	It is to record the method of payment.
Job Code (Enhanced Edition only)	Please select a job code for this transaction, if applicable.

7.1.2 Details

Each Debit Note can contain many items including service items or remarks input by the user. It includes Account Name, Remarks, Description and Amount.

Account Code	Account code for credit side. It can be input by user directly or to select existing records from put down menu. The most similar account code matched with input information will be shown. Note: If Account Code is input, the amount must be input. Otherwise, the voucher cannot be saved. Vise Versa.
Remarks	It is for each credit item, up to 20 characters.
Description	It is detail description for each credit item, up to 50 characters.
Amount	Amount for each credit side.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

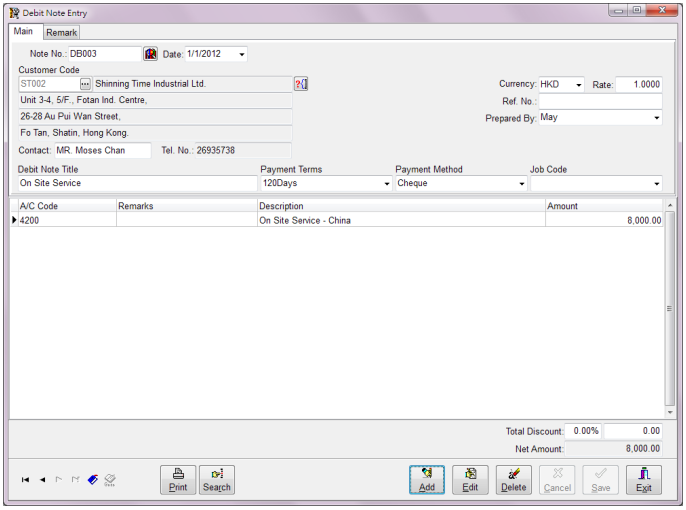


Figure 7-1 Debit Note Entry

7.1.3 Footer

Footer includes Total Discount and Net Amount.

Total Discount	This discount is calculated based on total amount of a Debit Note. User can input the discount digit in this field.
Net Amount	It is automatically calculated. It equals to total amount minus total discounts. This amount will be debited to customer's A/R automatically.

7.2 Remark

User can input detail description for each Debit Note.

Revision	The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

7.3 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Debit Note. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of Note No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Debit Note]. Most of the fields can be selected for advance searching.

Copy — User can copy the content of the existing Debit Note to a new Debit Note by pressing right key of the mouse to call functions menu for copying.

Chapter 8 Credit Note Entry (GAS)

Under main menu, use the mouse to choose Credit Note Entry or press [Alt-S]+C to Credit Note Entry interface. The interface divides into two pages: Main and Remark.

8.1 Main

Main page includes three parts: header, detail and footer.

8.1.1 Header

Header includes major content of a Credit Note. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as vendor code, currency or contact person, etc. To close the interface just by pressing Exit and the current record will be copied to Credit Note.

Field description:

Note Number	The number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Credit Note Number in [System Number] to check whether the number was used. If not, this number will be used as a Credit Note Number. Otherwise, the Application will add one to this number. Note: Note Number should be unique to other System Number. To change next Credit Note Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue a Credit Note and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Vendor Code	Press the field by the mouse to call the dialog box for searching via vendor code, vendor name or telephone number.
Contact	Contact person for this company.
Currency	The currency will be filled as the selected vendor's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate	It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref. No	It can be input by the user directly. It can be customer's sales order number or company's purchase order number.
Prepared by	It is to record the staff responsible to this Credit Note.
Debit Note Title	It is to record general information, up to 60 characters.
Payment Term	It is the credit days from vendors. The Application will calculate the payment date based on this credit days and vendor's closing date (please refer to Payment Terms File and Vendor File). If this field is blank, the payment date will be same as the date of the Credit Note.
Payment Method	It is to record the method of payment.
Job Code (Enhanced Edition only)	Please select a job code for this transaction, if applicable.

8.1.2 Details

Each Credit Note can contain many items including service items or remarks input by the user. It includes Account Name, Remarks, Description and Amount.

Account Code	Account code for debit side. It can be input by user directly or to select existing records from put down menu. The most similar account code matched with input information will be shown. Note: If Account Code is input, the amount must be input. Otherwise, the voucher cannot be saved. Vise Versa.
Remarks	It is for each debit item, up to 20 characters.
Description	It is detail description for each debit item, up to 60 characters.
Amount	Amount for debit side.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

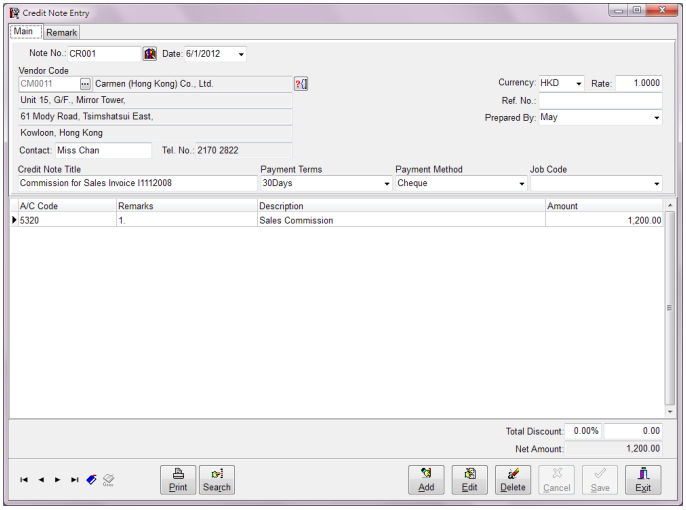


Figure 8-1 Credit Note Entry

8.1.3 Footer

Footer includes Total Discount and Net Amount.

Total Discount — This discount is calculated based on total amount of a Debit Note. User can input the discount digit in this field.

Net Amount — It is automatically calculated. It equals to total amount minus total discounts. This amount will be credited to customer's A/P automatically.

8.2 Remark

User can input detail description for each Credit Note.

Revision — The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

8.3 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Credit Note. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of Note No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Credit Note]. Most of the fields can be selected for advance searching.

Copy — User can copy the content of the existing Credit Note to a new Credit Note by pressing right key of the mouse to call functions menu for copying.

Chapter 9 Bank Reconciliation (GAS)

Under main menu, use the mouse to choose Bank Reconciliation or press [Alt-S]+R to Bank Reconciliation interface. The interface divides into three parts: header, details and footer.

9.1 Header

Header includes accounting period and accounts.

Field description:

From Date To Date	It is the period for bank reconciliation. To alter, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Account Code	Bank account number can be input by user directly or to select existing records from put down menu. The Application will go to the most similar account code matched with input information.
Account Name	Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.

9.2 Details

Each Bank Reconciliation can contain many items. It includes Checked, Date, Voucher Number, Cheque Number, Remark and Balance.

Checked	Please mark '✓' in this field after the transaction checked. Default setting for this field is **no** '✓'. To mark '✓', user can just double click this field by mouse.
Date	The date of the voucher.
Voucher No.	Voucher number for relative transaction.
Cheque No.	Cheque number for this voucher.
Remark 1 & 2	Detail description for each voucher.
Amount	It is the amount for the transaction.

9.3 Footer

Footer includes Accounting Opening, Current Amount, Account Balance, Un-presented Amount, and Bank Balance.

Account Opening	Opening balance for this bank account.
Current Amount	Net total amount for the period.
Account Balance	It is the sum of Account Opening and Current Amount.
Un-presented Amount	Total amount of un-presented transactions for the period.
Bank Balance	The balance of the bank statement. It equals to Account Balance minus Un-presented Amount.

9.4 Printing

To print Bank Reconciliation, user can just press [Print] button. Default size is standard letter size. To amend the size or content, user can press [F8] or right key of the mouse on Print Dialog Box to call Report Designer.

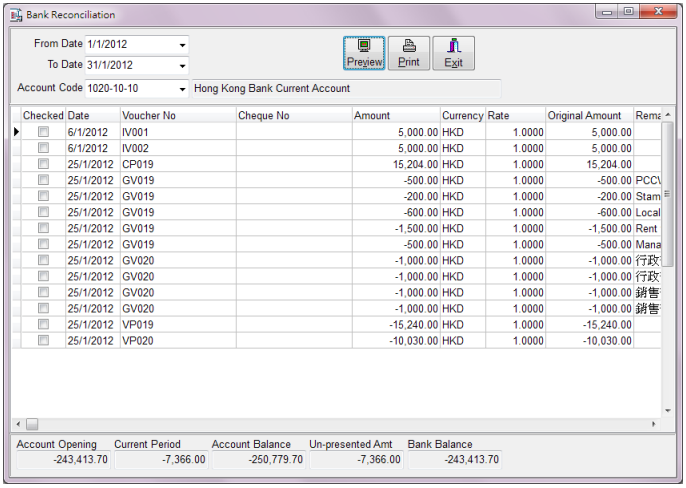


Figure 9-1 Bank Reconciliation

Chapter 10 Sales Invoice Entry (GIS)

Under main menu, use the mouse to choose Sales Invoice Entry or press [Alt-S]+I to Sales Invoice Entry interface. The interface divides into three pages: Main, Delivery Information and Remark.

10.1 Main

Main page includes three parts: header, detail and footer.

10.1.1 Header

Header includes major content of a Sales Invoice. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface just by pressing Exit and the current record will be copied to Sales Invoice.

Field description:

Invoice No.	Invoice number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number. Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Customer Code	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Contact	Contact person for this company.
Currency	The currency will be filled as the selected customer's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

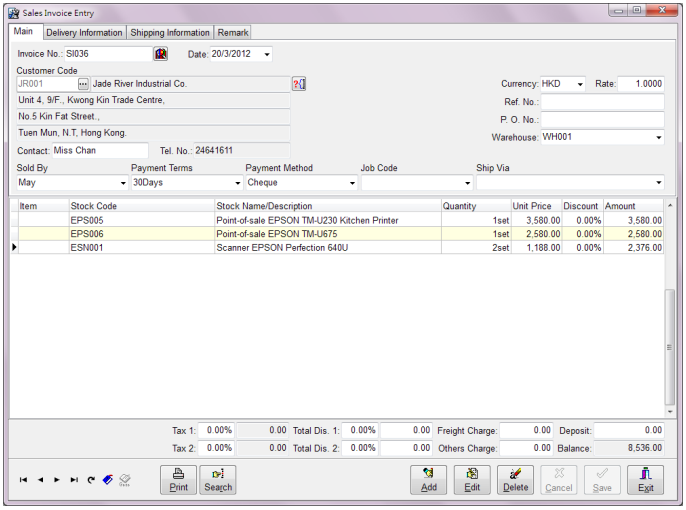


Figure 10-1 Sales Invoice Entry

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No — It is for user to input supplementary information. It can be customer's sales order number or company's purchase order number.

P. O. No. — It is customer's purchase order number.

Warehouse (Enhanced Edition only)
If the warehouse be selected, the Application will deduct the quantities of the stocks from this warehouse.

Sold by — It is to record the salesman responsible to this Invoice. The information is for the analysis of salesman's performance and calculation of commission.

Payment Terms — It is the credit days for the customer. The Application will calculate the payment date based on this credit days and customer's closing date (please refer to Payment Terms File and Customer File). If this field is blank, the payment date will be same as invoice date.

Payment Method
It is to record the method of payment.
If there is a deposit amount input, the account related to the selected Payment Method will be used to debit. If there is no an account code marked in the selected Payment Method, this deposit amount will be debited to the Sales Deposit account marked in [Control Accounts].

Job Code (Enhanced Edition only)
Please select a job code for this transaction, if applicable.

Ship Via To record the delivery method for the goods.

10.1.2 Detail

Each invoice can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the existing records.

Description Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.
Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.

Unit Price The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. Please choose the desired one. Whatever you chose, this price will be the last selling price for next sales.

Discount This discount is defaulted as percentage. Thus, please just input the digit.

Amount This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.

Item Remark Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price, Order No. and detail remark. The information can't be edited under [Browse] mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].

Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

10.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge, Deposit and Balance.

Tax 1 & 2	Sales Tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.
Total Disc. 1	This discount is calculated based on invoice total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.
Total Disc. 2	This discount is calculated based on invoice total amount exclusive total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.
Deposit	To record paid amount by customer.
Balance	It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be post to customer's A/R.

10.2 Delivery Information

Customer Code	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Quotation No	It is customer's quotation number. If Sales Invoice is copied from Quotation, this number will be automatically filled in.
S. O. No.	It is to record Sales Order Number. If Sales Invoice is copied from Sales Order, this number will be automatically filled in.
Delivery Note No.	It is to record Delivery Note No for this invoice.
Vehicle License No.	It is to record Vehicle License No. for this invoice.

Salesman Commission	Commission rate for salesman. It equals to invoice net amount times salesman commission rate.
Dealer	User can press the button beside the field to call the existing records. If user has input the dealer in Customer File, this field will be automatically filled in.
Dealer Commission Rate	Commission rate for dealer.

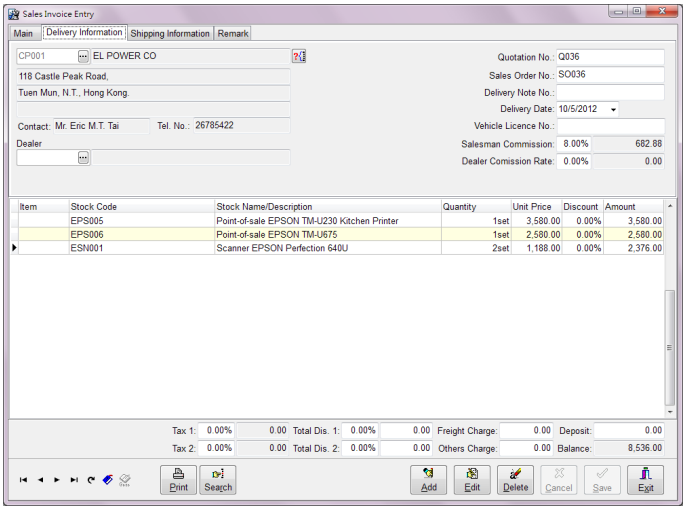


Figure 10-2 Sales Invoice – Delivery Information

10.3 Shipping Information

This page is to input the detail shipping information. It includes the following fields:

1. Port of Loading
2. Port of Discharge
3. Sailing On/Abort
4. ETA
5. Vessel/Voyage Name
6. Carrier
7. Letter of Credit Number
8. Bill of Lading Number
9. Banker
10. Shipping Mark

10.4 Remark

Invoice Remark User can input detail description for each Sales Invoice.

Journal Remark The content input in this field will be post to General Ledger. Each line is up to 60 characters.

Revision The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date The Application will automatically update the latest modified time of this record.

Modified By The Application will automatically update the latest modified user name of this record.

10.5 Other Functions

Print Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Sales Invoice. User can press [F10] to call dialog box for printing or preview.

Modify Format Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method
To search a record, press the button beside the field of Invoice No.

Search records by advance searching method
Press [Search] button or [F4] to call [Search Sales Invoice]. Most of the fields can be selected for advance searching.

Copy User can copy the content of the existing documents (e.g. Quotation, Sales Order or other Sales Invoice) to a new Sales Invoice by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity
User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from sales history
User can select the stocks from sales history. Please refer to the steps:
i) Press [Add] to create a new invoice
ii) Select a designated customer

iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 11 Sales Return Entry (GIS)

Under main menu, use the mouse to choose Sales Return Entry or press [Alt-S]+R to Sales Return Entry interface. The interface divides into three pages: Main, Delivery Information and Remark.

11.1 Main

Main page includes three parts: header, detail and footer.

11.1.1 Header

Header includes major content of a Sales Return. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface just by pressing Exit and the current record will be copied to Sales Return.

Field description:

Invoice No.	Invoice number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number. Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Customer Code	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Contact	Contact person for this company.
Currency	The currency will be filled as the selected customer's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No — It is for user to input supplementary information. It can be customer's sales order number or company's purchase order number.

P. O. No. — It is customer's purchase order number.

Warehouse (Enhanced Edition only)
If the warehouse be selected, the Application will add the quantities of the stocks to this warehouse.

Sold by — It is to record the salesman responsible to this Invoice. The information is for the analysis of salesman's performance and calculation of commission.

Payment Terms — It is the credit days for the customer. The Application will calculate the payment date based on this credit days and customer's closing date (please refer to Payment Terms File and Customer File). If this field is blank, the payment date will be same as invoice date.

Payment Method
It is to record the method of payment.
If there is a deposit amount input, the account related to the selected Payment Method will be used to debit. If there is no an account code marked in the selected Payment Method, this deposit amount will be debited to the Sales Deposit account marked in [Control Accounts].

Job Code (Enhanced Edition only)
Please select a job code for this transaction, if applicable.

Ship Via — To record the delivery method for the goods.

11.1.2 Detail

Each invoice can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item — It is to input the number for each item or other information.

Stock Code — User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description — Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the

modified stock name is just for this record. For non-stock item input, user can input the name in here.

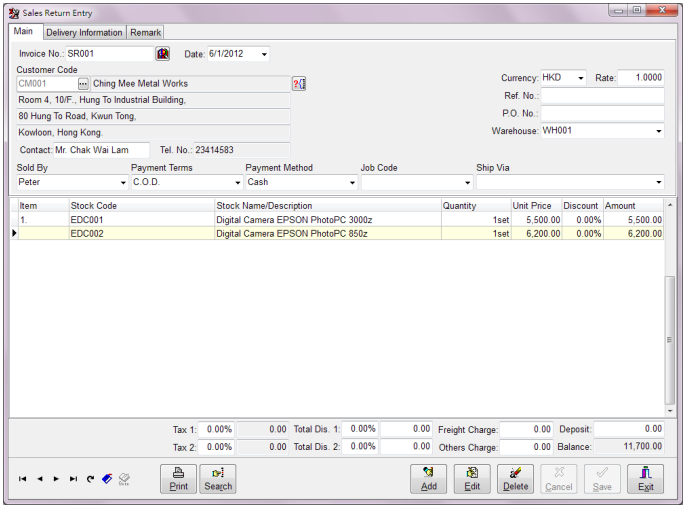


Figure 11-1 Sales Return Entry

Quantity — The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.
Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.

Unit Price — The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. Please choose the desired one. Whatever you chose, this price will be the last selling price for next sales.

Discount — This discount is defaulted as percentage. Thus, please just input the digit.

Amount — This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.

Item Remark — Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price, Order No. and detail remark. The information can't be edited under [Browse] mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

11.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge, Deposit and Balance.

Tax 1 & 2 Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.

Total Disc 1 This discount is calculated based on invoice total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.

Total Disc 2 This discount is calculated based on invoice total amount exclusive total discount 1.

Freight Charge The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.

Other Charge All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.

Deposit To record paid amount by customer.

Balance It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be post to customer's A/R.

11.2 Delivery Information

Customer Code Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Quotation No It is customer's quotation number. If Sales Return is copied from Quotation, this number will be automatically filled in.

S. O. No. It is to record Sales Order Number. If Sales Return is copied from Sales Order, this number will be automatically filled in.

Vehicle License No. It is to record Vehicle License No. for this invoice.

Salesman Commission Commission rate for salesman. It equals to invoice net amount times salesman commission rate.

Dealer — User can press the button beside the field to call the existing records. If user has input the dealer in Customer File, this field will be automatically filled in.

Dealer Commission Rate — Commission rate for dealer.

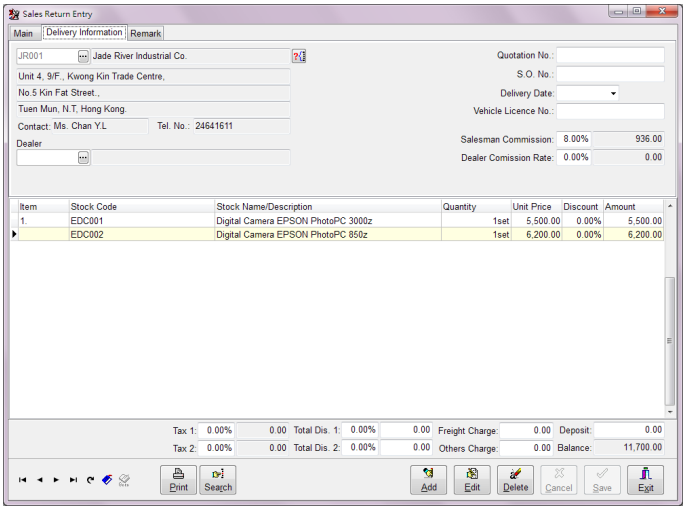


Figure 11-2 Sales Return (Delivery Information)

11.3 Remark

Invoice Remark — User can input detail description for each Sales Return.

Journal Remark — The content input in this field will be post to General Ledger. Each line is up to 60 characters.

Revision — The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

11.5 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Sales Return. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method
To search a record, press the button beside the field of Invoice No.

Search records by advance searching method
Press [Search] button or [F4] to call [Search Sales Return]. Most of the fields can be selected for advance searching.

Copy — User can copy the content of the existing Sales Return to a new Sales Return by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity
User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from sales history
User can select the stocks from sales history. Please refer to the steps:
i) Press [Add] to create a new invoice
ii) Select a designated customer
iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 12 Sales Invoice Return Entry (GIS)

Under main menu, use the mouse to choose Sales Invoice Return Entry or press [Alt-S]+E to Sales Invoice Return Entry interface.

Sales Invoice Return Entry is to record the invoices delivered to the customers or signed back from the customers and the payment of these invoices. It is for user to handle the following situation:

1) To record the delivered / signed invoice without payment. These invoices will be shown in the group of Outstanding Sales Invoice in Sales Invoice Return Report. No journal transaction creates.
2) To record the delivered / signed invoice with full payment. These invoices will be shown in the group of Paid Invoice in Sales Invoice Return Report. The journal transaction automatically creates.
3) To record the delivered / signed invoice with over payment. These invoices will be shown in the group of Paid Invoice in Sales Invoice Return Report. The journal transaction automatically creates. The over payment amount will be credited to Other Income account.
4) To record the delivered / signed invoice with payment in discount. Please input the discount amount in the field of Payment Disc. This discount amount will be debited to Sales Discount account. These invoices will be shown in the group of Paid Invoice in Sales Invoice Return Report. The journal transaction automatically creates.

Field description:

Please Input Invoice No.
User can input invoice no. directly or scan the invoice no. by barcode scanner.

Journal No — Journal number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Journal No in [System Number] to check whether the number was used. If not, this number will be used as a Journal No. Otherwise, the Application will add one to this number.

Date — It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Total Payment — The payment amount collects from the customers when the goods delivered. Remaining outstanding balance can be settled in Account Receivable Entry and Transfer Voucher Entry.

Payment Disc. — The currency will be filled as local currency. It can be altered.

Over Payment — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Remark — This field is for user to fill in detail description, up to 60 characters, related to this transaction.

Bank Account — If there is a payment amount input, the amount will be debited to this account.
If there is no an account selected, the payment amount will be debited to A/R Payment account set in [Control Accounts].

Discount Account
If there is a payment discount amount input, the amount will be debited to this account.
If there is no an account selected, the payment amount will be debited to Sales Discount account set in [Control Accounts].

Other Income Account
If there is a over payment amount, the amount will be credited to this account.
If there is no an account selected, the over payment amount will be credited to Other Charge account set in [Control Accounts].

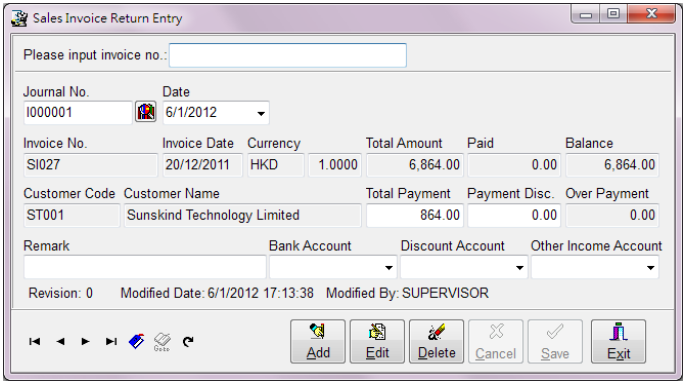


Figure 12-1 Sales Invoice Return Entry

Chapter 13 Vendor Invoice Entry (GIS & GRS)

Under main menu, use the mouse to choose Vendor Invoice Entry or press [Alt-S]+V to Vendor Invoice Entry interface. The interface divides into Main page and Remark page.

13.1 Main

13.1.1 Header

Header includes major content of a Vendor Invoice. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Vendor Code, Currency or Prepared By, etc. To close the interface just by pressing Exit and the current record will be copied to Vendor Invoice.

Field description:

Invoice No.	Invoice number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number. Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Vendor Code	Press the button beside the field by the mouse to call dialog box for searching via vendor code, vendor name or telephone number.
Contact	Contact person for this company.
Currency	The currency will be filled as the selected vendor's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

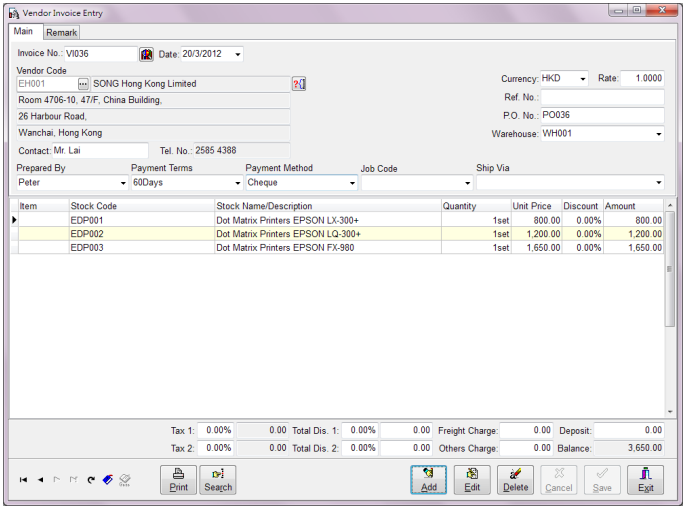


Figure 13-1 Vendor Invoice Entry

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No — It is for user to input supplementary information.

P.O. No — It can be input by the user directly. It is to record the purchase order number.

Warehouse (Enhanced Edition only)
The Application will add the quantities of the stocks to the selected warehouse.

Prepared By — It is to record the salesman responsible to this Invoice.

Payment Terms — It is the credit days from the vendor. The Application will calculate the payment date based on this credit days and vendor's closing date (please refer to Payment Terms File and Vendor File). If this field is blank, the payment date will be same as invoice date.

Payment Method — It is to record the method of payment.
If there is a deposit amount input, the account related to the selected Payment Method will be used to credit. If there is no an account code marked in the selected Payment Method, this deposit amount will be credited to the Purchase Deposit account marked in [Control Accounts].

Job Code (Enhanced Edition only)
Please select a job code for this transaction, if applicable.

Ship Via To record the delivery method for the goods.

13.1.2 Detail

Each invoice can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.
Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.

Unit Price The Application will check whether the stock has been bought. If yes, last purchase price will be filled in this field. Otherwise, the standard purchase price in Stock File will be used.

Discount This discount is defaulted as percentage. Thus, please just input the digit.

Amount This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.

Item Remark Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Purchase Order No. and detail remark. The information can't be edited under [Browse] mode.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

13.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge Deposit and Balance.

Tax 1 & 2	The tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.
Total Disc 1	This discount is calculated based on invoice total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.
Total Disc 2	This discount is calculated based on invoice total amount exclusive total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.
Deposit	To record the paid amount to vendor.
Balance	It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be post to vendor's A/P.

13.2 Remark

Invoice Remark	User can input detail description for each Vendor Invoice.
Journal Remark	The content input in this field will be post to General Ledger. Each line is up to 60 characters.
Revision	The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

13.3 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Vendor Invoice. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of Invoice No. The fields for searching include Invoice No., Vendor Code and Reference No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Vendor Invoice]. Most of the fields can be selected for advance searching.

Copy — User can copy the content of the existing documents (e.g. Purchase Order or other Vendor Invoice) to a new Vendor Invoice by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity

User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from purchase history

User can select the stocks from purchase history. Please refer to the steps:

i) Press [Add] to create a new invoice
ii) Select a designated vendor
iii) Press [F7] to call [Stock Last Unit Price] file of this designated vendor
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 14 Purchase Return Entry (GIS & GRS)

Under main menu, use the mouse to choose Purchase Return Entry or press [Alt-S]+U to Purchase Return Entry interface. The interface divides into Main page and Remark page.

14.1 Main

14.1.1 Header

Header includes major content of a Purchase Return. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Vendor Code, Currency or Prepared By, etc. To close the interface just by pressing Exit and the current record will be copied to Purchase Return.

Field description:

Invoice No.	Invoice number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will add one to this number. Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Contact	Contact person for this company.
Vendor Code	Press the button beside the field by the mouse to call dialog box for searching via vendor code, vendor name or telephone number.
Currency	The currency will be filled as the selected vendor's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

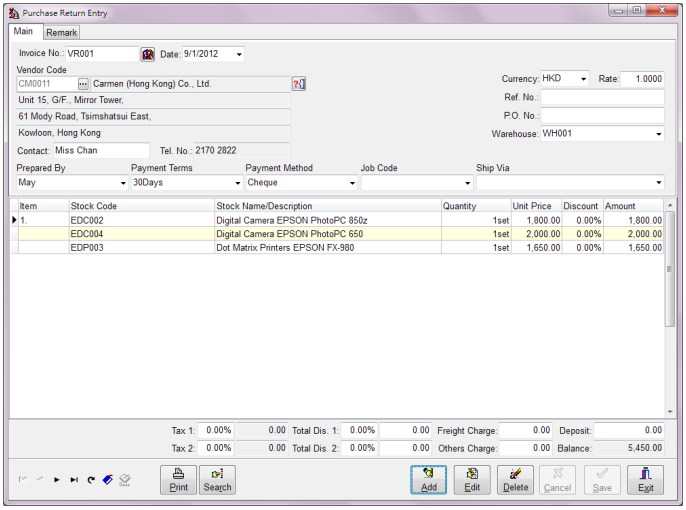


Figure 14-1 Purchase Return Entry

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No — It is for user to input supplementary information. It can be vendor's sales order number or company's purchase order number.

P.O. No — It is to record the purchase order number and can be input by the user directly.

Warehouse (Enhanced Edition only)
The Application will deduct the quantities of the stocks from the selected warehouse.

Prepared By — It is to record the salesman responsible to this Invoice.

Payment Terms — It is the credit days from the vendor. The Application will calculate the payment date based on this credit days and vendor's closing date (please refer to Payment Terms File and Vendor File). If this field is blank, the payment date will be same as invoice date.

Payment Method — It is to record the method of payment.

Job Code (Enhanced Edition only)
Please select a job code for this transaction, if applicable.

Ship Via — To record the delivery method for the goods.

14.1.2 Detail

Each invoice can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item	It is to input the number for each item or other information.
Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description	Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.
Quantity	The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here. Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.
Unit Price	The Application will check whether the stock has been bought. If yes, last purchase price will be filled in this field. Otherwise, the standard purchase price in Stock File will be used.
Discount	This discount is defaulted as percentage. Thus, please just input the digit.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.
Item Remark	Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Purchase Order No. and detail remark. The information can't be edited under [Browse] mode.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

14.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge Deposit and Balance.

Tax 1 & 2	Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.
Total Disc 1	This discount is calculated based on invoice total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.
Total Disc 2	This discount is calculated based on invoice total amount exclusive total discount 1.
Total Disc 2	This discount is calculated based on invoice total amount exclusive total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.
Deposit	To record the paid amount to vendor.
Balance	It is automatically calculated. It equals to invoice total amount minus total discount 1 & 2 and deposit. It will be post to vendor's A/P.

14.2 Remark

Invoice Remark	User can input detail description for each Invoice.
Journal Remark	The content input in this field will be post to General Ledger. Each line is up to 60 characters.
Revision	The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

14.3 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Purchase Return. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of Invoice No. The fields for searching include Invoice No., Vendor Code and Reference No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Purchase Return]. Most of the fields can be selected for advance searching.

Copy — User can copy the content of the existing Purchase Return to a new Purchase Return by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity

User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from purchase history

User can select the stocks from purchase history. Please refer to the steps:

i) Press [Add] to create a new invoice
ii) Select a designated vendor
iii) Press [F7] to call [Stock Last Unit Price] file of this designated vendor
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 15 Delivery Note Entry (GIS)

The interface of Delivery Note divides into Main page and Remark page.

15.1 Main

Main page includes three parts: header, details and footer.

15.1.1 Header

Header includes major content of a Delivery Note.

Field description:

D. N. No. The number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Delivery Note Number in [System Number] to check whether the number was used. If not, this number will be used as a Delivery Note Number. Otherwise, the Application will add one to this number.

Note: Note Number should be unique to other System Number. To change next Delivery Note Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a Delivery Note and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Warehouse (Enhanced Edition only)
It is to record the warehouse which the products are out of. It can be blank.

Invoice No. Invoice number relates to this Delivery Note. This field will be filled as sales invoice number if this delivery note is copied from sales invoice.

Ship To User can input the delivery address directly or press the button beside the field to select the desired one from the existing records.

Attn Contact person for this company.

Tel It is customer's telephone number.

Fax It is customer's fax number.

Payment Terms It is to record the credit days.

Payment Method It is to record the method of payment.

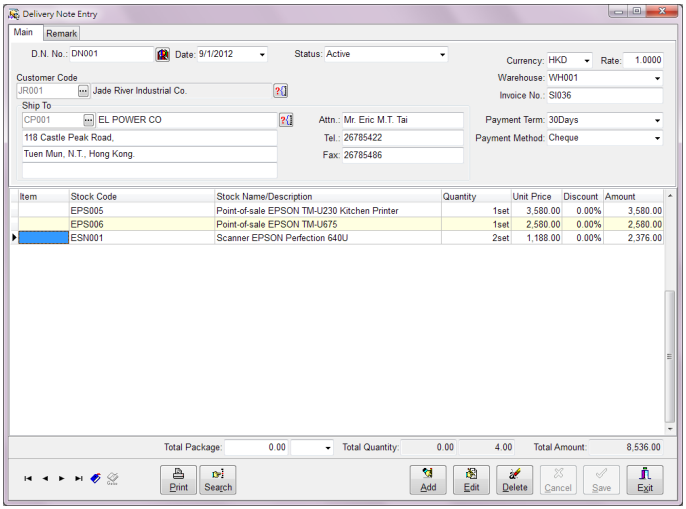


Figure 15-1 Delivery Note Entry

15.1.2 Details

Each Delivery Note can contain many items including stocks, service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be

displayed for user input. The unit for large unit or small unit can be altered here.
Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.

Unit Price — The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. You just choose the desired one.

Discount — This discount is defaulted as percentage. Thus, please just input the digit.

Amount — This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.

Item Remark — Press [F5] in Detail section of a delivery note to call an interface to input detail information for a stock or an item. The information can't be edited under [Browse] mode.

Delete an item — Press [Ctrl-Del] to delete an item at cursor position.

15.1.3 Footer

Total Package — It is for user to input the numbers of package for all items. The unit for the package can be input by the user or selected from the existing records..

Total Quantity — It is the total quantities in large unit and small unit of all items. It is automatically calculated by the Application.

Total Amount — It is the total amount of this Delivery Note. It is automatically calculated by the Application.

15.2 Remark

Ref No. — It is for user to input supplementary information.

P.O. No. — It is to record Purchase Order No.

Salesman — It is to record the salesman responsible to this Delivery Note.

Vehicle Licence No. It is to record the vehicle responsible to this Delivery Note.

Ship Via — To record the delivery method for the goods.

Remark — User can input detail description here for each Delivery Note.

Revision	The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

15.3 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Delivery Note. User can press [F10] to call dialog box for printing or preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of D.N. No. The fields for searching include D.N. No, Customer Code and Ref No.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Purchase Return]. Most of the fields can be selected for advance searching.

Copy	User can copy the content of the existing documents (e.g. Sales Invoice) to a new Delivery Note by pressing right key of the mouse to call functions menu for copying.

Chapter 16 Packing List Entry (GIS)

Under main menu, use the mouse to choose Packing List Entry or press [Alt-S]+L to Packing List Entry interface. It divides into Main page, Shipping Information page and Remark page.

16.1 Main

Main page includes three parts: header, details and footer.

16.1.1 Header

Header includes major content of a Packing List.

Field description:

Packing List No. The number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Packing List Number in [System Number] to check whether the number was used. If not, this number will be used as a Packing List Number. Otherwise, the Application will add one to this number.

Note: Packing List Number should be unique to other System Number. To change next Packing List Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a Packing List and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Ship To User can input the delivery address directly or press the button beside the field to select the desired one from the existing records.

Attn Contact person for this company.

Tel It is customer's telephone number.

Fax It is customer's fax number.

Currency — The currency will be filled as the selected customer's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Invoice No. — Sales Invoice No. for this packing list.

Ref No — It is for user to input supplementary information for this packing list.

P.O. No — It is to record the purchase order number from the customer and can be input by the user directly.

Salesman — It is to record the salesman responsible to this Packing List.

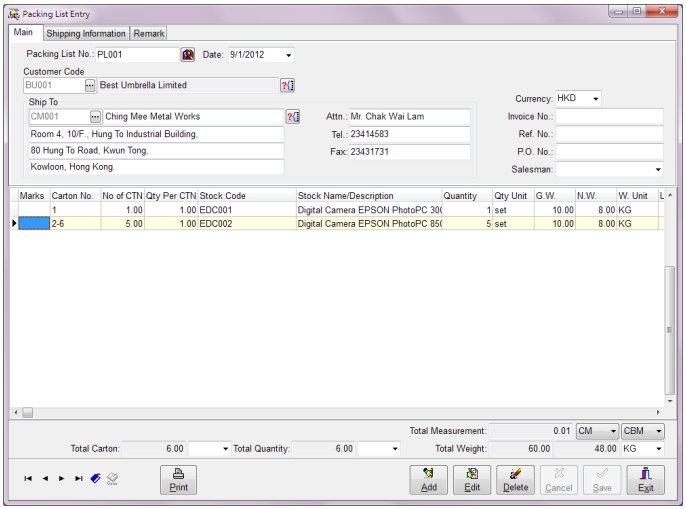


Figure 16-1 Packing List Entry

16.1.2 Details

Each Packing List can contain many items including stocks, service items or remarks input by the user. It includes Marks, Carton No. No of CTN, Qty per CTN, Stock Code, Stock Name/Description, Quantity, Qty Unit, G.W., N.W., W. Unit, Length, Width, Height and CBM/CFT.

Marks — It is to input the number for each item or other information.

Carton No. — It is to input the information of carton number.

No of CTN — It is to input the total numbers of cartons.

Qty per CTN — It is to input the quantity of each canton.

Stock Code — User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description — Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity — It is equal to No of CTN times Qty per CTN or input by the user.

Qty Unit — The unit of the quantity. It can be selected from the existing records or directly input by the user.

G. W. — Gross weight for the selected stock. It is automatically filled when the stock selected or directly input by the user.

N. W. — Net weight for the selected stock. It is automatically filled when the stock selected or directly input by the user.

W. Unit — The unit of the weight.

Length/ Width/Height — It is automatically filled when the stock selected or directly input by the user. The figures are used for the calculation of CBM.

CBM/CFT — It is automatically calculated by the Application.

Item Remark — Press [F5] in Detail section of a delivery note to call an interface to input detail information for a stock or an item. The information can be edited under [Browse] mode.

Delete an item — Press [Ctrl-Del] to delete an item at cursor position.

16.1.3 Footer

Total Carton — The figure is calculated by the Application automatically. The unit of the carton can be input by the user or selected from the existing records..

Total Quantity — The figure is calculated by the Application automatically. The unit of the quantity can be input by the user or selected from the existing records.

Total Measurement — It is the total measurement of all items for this packing list. It is automatically calculated by the Application. The unit of the measurement is selected from the existing records.

Total Weight Total gross weight and net weight of all items for this packing list. It is automatically calculated by the Application. The unit of the weight can be input by the user or selected from the existing records.

16.2 Shipping Information

Port of Loading It is for user to input the name of port for loading the goods.

Port of Discharge It is to record the name of port for discharging the goods.

Sailing On/Abort It is to record the salesman responsible to this Delivery Note.

ETA It is to record the estimated arrival time.

Ship Via To record the delivery method for the goods.

Vessel/Voyage Name It is to record the name of vessel/voyage.

Carrier To record the name of the carrier.

L/C No. It is to record the number of Letter of Credit.

B/L No. It is to record the number of Bill of Lading.

Payment Terms It is to record the credit days.

Payment Method It is to record the method of payment.

Banker It is to record the information of the bank.

16.3 Remark

Shipping Mark It is for user to input the information of shipping mark.

Side Mark It is for user to input the information of side mark.

Remark User can input detail description here for each Packing List.

Revision The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date The Application will automatically update the latest modified time of this record.

Modified By	The Application will automatically update the latest modified user name of this record.

16.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Packing List. User can press [F10] to call dialog box for printing or preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search	To search a designated Packing List, press the button beside the field of Packing List No., or press the right key of the mouse to call functions menu for searching.

Chapter 17 Pickup List Entry (GIS)

Under main menu, use the mouse to choose Pickup List Entry or press [Alt-S]+T to Pickup List Entry interface.

17.1 Header

Pickup List No. The number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Pickup List Number in [System Number] to check whether the number was used. If not, this number will be used as a Pickup List Number. Otherwise, the Application will add one to this number.

Date It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Remark User can input detail supplementary information for each pickup list.

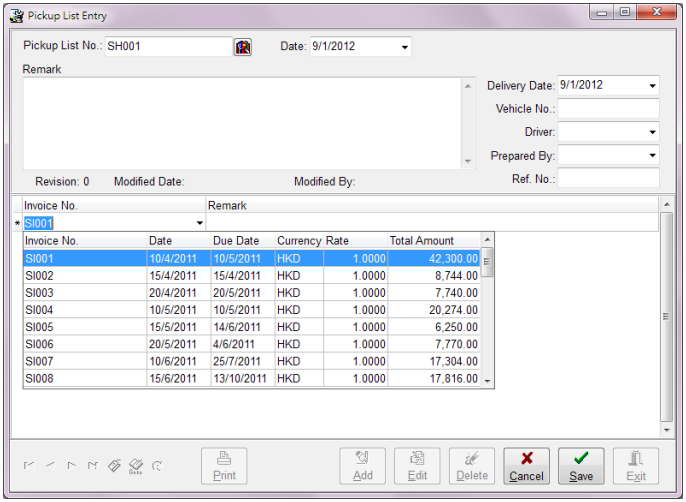


Figure 17-1 Pickup List Entry

Delivery Date The date to deliver the goods. To input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Vehicle No It is for user to input the vehicle for this pickup list.

Driver	It is to record the driver responsible to this pickup list.
Prepare By	It is to record the responsible staff to this pickup list.
Ref No	It is for user to input supplementary information for this pickup list.

17.2 Detail

Invoice No.	User can select the invoices from the list one by one here. To facilitate the selection, user can press [F7] or right click the mouse to choose [Select Sales Invoice]. 4 options, Invoice No, Invoice Date, District and Vehicle No, are offered to user to sieve out the invoices.
Remark	User can input supplementary information, up to 60 characters, for each invoice.

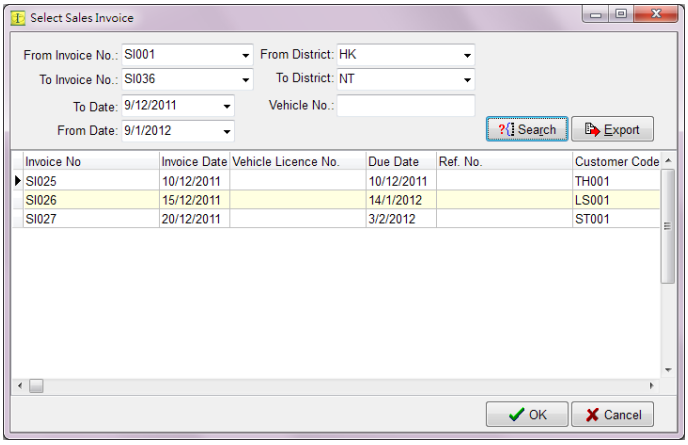


Figure 17-2 Select Sales Invoice

17.3 Print

Under Browse mode, press [Print] button or [F10] to print a Packup List. In Print Dialog Box, an option of Group by Stock Class can be selected. If chosen, the stocks can be grouped by Stock Class to print.

Chapter 18 Stock Transfer Note Entry (GIS, GOS & GRS) (Enhanced Edition only)

Under main menu, use the mouse to choose Stock Transfer Note Entry or press [Alt-S]+T to Stock Transfer Note Entry interface.

Stock Transfer Note Entry is to transfer the quantity of individual stock from one warehouse to another warehouse. The total quantities of the stock will be the same.

18.1 Header

Field Description:

Note No.	Note number is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Ref No	It is for user to input supplementary information. It can be blank.
Currency	The currency will be filled as local currency. It can be altered.
Rate	It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.
From	It is the warehouse for stock out. The Application will deduct the quantity of the stocks from this warehouse.
To	It is the warehouse for stock in. The Application will add the quantity of the stocks to this warehouse.
Remark	User can input detail description here for each Delivery Note.
Revision	The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

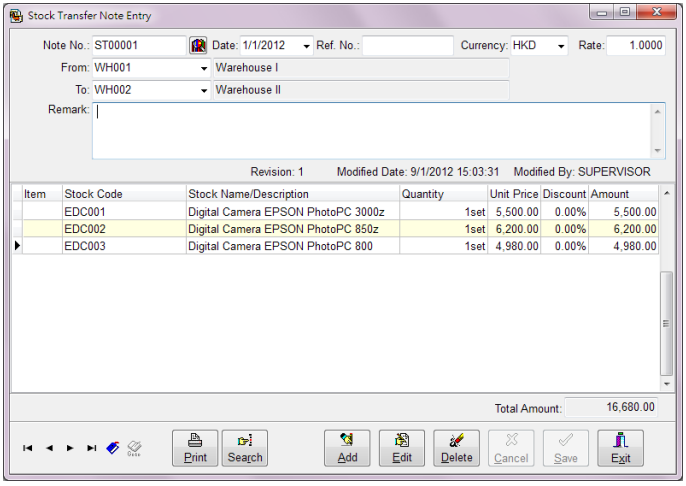


Figure 18-1 Stock Transfer Note Entry

18.2 Details

The items must select from the existing records of Stock File. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description Stock name is automatically filled in when Stock Code has been selected. User cannot modify stock name here. To alter the stock name, please go to Stock File.

Quantity The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.
Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.

Unit Price The unit price of a stock.

Discount This discount is defaulted as percentage. Thus, please just input the digit.

Amount	This amount is automatically calculated by the Application. User cannot alter. It equals to Quantity times Unit Price minus Discount.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

18.3 Footer

Total Amount	This amount is automatically calculated by the Application. It is the total amount of all items.

18.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Stock Transfer Note. User can press [F10] to call dialog box for printing or preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search	To search a designated Stock Transfer Note, press the button beside the field of Note No., or press the right key of the mouse to call functions menu for searching. Press [Search] to call the function of Advance Search by selecting different data fields for searching.

Chapter 19 Stock Adjustment (GIS, GOS & GRS)

Under main menu, use the mouse to choose Stock Adjustment Entry or press [Alt-S]+A to Stock Adjustment Entry interface.

19.1 Header

Field Description:

Bill No It is up to 20 characters. It must be unique.

Date It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Warehouse (Enhanced Edition only)
Please select the stock of the warehouse to be adjusted.

Description It is for user to describe the reason of this stock adjustment.

Currency The currency will be filled as local currency. It can be altered.

Rate It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Job Code (Enhanced Edition only)
Please select the job related to this stock adjustment.

Prepared by It is to record the responsible staff for this stock adjustment.

Ref No It is for user to input supplementary information. It can be blank.

19.2 Details

The items must select from the existing records of Stock File. It includes Item, Stock Code, Description, Quantity, Unit Price and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description Stock name is automatically filled in when Stock Code has been selected.

Quantity	The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here. Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.
Unit Price	The unit price of a stock.
Amount	This amount is automatically calculated by the Application. User cannot alter. It equals to Quantity times Unit Price minus Discount.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

19.3 Footer

It includes Total Quantity and Total Amount. Two figures are automatically calculated by the Application.

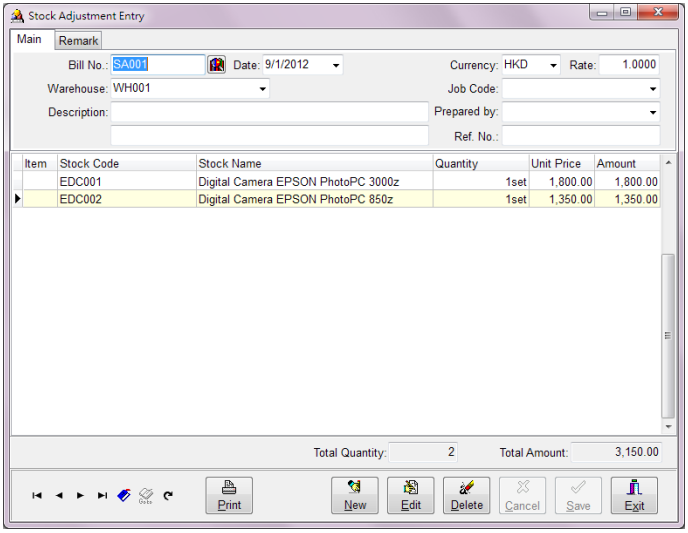


Figure 19-1 Stock Adjustment Entry

Chapter 20 Stock Take (GIS, GOS & GRS)

Under main menu, use the mouse to choose Stock Take Entry or press [Alt-S]+C to Stock Take Entry interface.

20.1 Header

Field Description:

Bill No — It is up to 20 characters. It must be unique.

Date — It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Warehouse (Enhanced Edition only)
Please select the stock of the warehouse to be adjusted.

Ref No — It is for user to input supplementary information. It can be blank.

Prepared by — It is to record the responsible staff for this stock adjustment.

20.2 Details

The items can select from the existing records of Stock File or import from Text file. It includes Item, Stock Code, Stock Name, Stock Take Qty, On Hand Qty, Variance Qty and Unit.

Item — It is to input the number for each item or other information.

Stock Code — User can input the code directly or press the button beside the field to select the desired one from the existing records.

Stock Name — Stock name is automatically filled in when Stock Code has been selected.

Stock Take Qty — It is the actual quantities. The Application will update Stock On Hand quantities of the stock with these quantities.

On Hand Qty — It is the stock balance quantities of the stock in the Application and automatically filled.

Variance Qty — It is automatically calculated by the Application. It equals to Stock Take Qty minus On Hand Qty.

Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.

Unit — It is the unit of a stock.

Delete an item — Press [Ctrl-Del] to delete an item at cursor position.

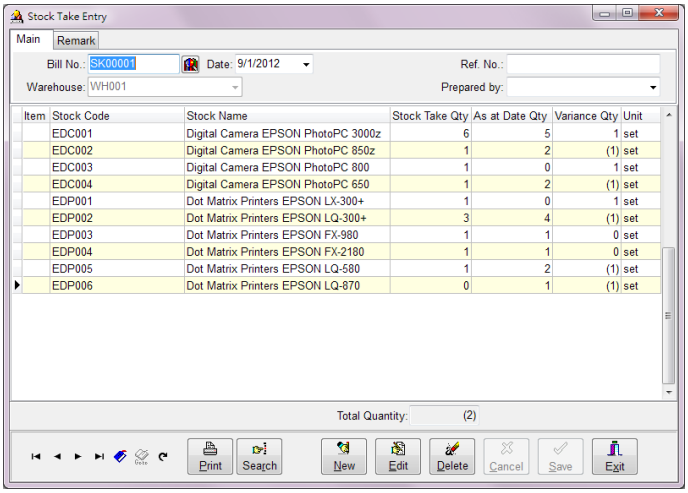

Stock Take Entry
Main
Remark
Bill No.: SK00001
Date: 9/1/2012
Ref. No.:
Warehouse: WH001
Prepared by:
Item | Stock Code | Stock Name | Stock Take Qty | As at Date Qty | Variance Qty | Unit
1 | EDC001 | Digital Camera EPSON PhotoPC 3000z | 6 | 5 | 1 | set
2 | EDC002 | Digital Camera EPSON PhotoPC 850z | 1 | 2 | (1) | set
3 | EDC003 | Digital Camera EPSON PhotoPC 800 | 1 | 0 | 1 | set
4 | EDC004 | Digital Camera EPSON PhotoPC 650 | 1 | 2 | (1) | set
5 | EDP001 | Dot Matrix Printers EPSON LX-300+ | 1 | 0 | 1 | set
6 | EDP002 | Dot Matrix Printers EPSON LQ-300+ | 3 | 4 | (1) | set
7 | EDP003 | Dot Matrix Printers EPSON FX-980 | 1 | 1 | 0 | set
8 | EDP004 | Dot Matrix Printers EPSON FX-2180 | 1 | 1 | 0 | set
9 | EDP005 | Dot Matrix Printers EPSON LQ-580 | 1 | 2 | (1) | set
10 | EDP006 | Dot Matrix Printers EPSON LQ-870 | 0 | 1 | (1) | set
Total Quantity: (2)
Print
Search
New
Edit
Delete
Cancel
Save
Exit

Figure 20-1 Stock Take Entry

20.3 Footer

Total Quantity is the sum of variance quantities and automatically calculated by the Application.

20.4 Import from Text File

Stock Take Entry supports the importation of stock take quantities from Text file which can be generated from Data Collector.

The content of Text file must include: (1) the code or barcode of the stock (2) stock take quantity. The stock doesn't exist in the Application will not be imported.

The code and the quantity can be separated by Tab, Comma and Space. Generally, the file names are *.txt, *.csv and *.prn respectively.

Chapter 21 Account Receivable Payment Entry (GAS & GIS)

Account Receivable Payment Entry is designed for inputting invoice payment. It doesn't involve accounting knowledge. The interface is friendly and simple.

The interface divides into two parts: voucher header and contents.

21.1 Voucher Header

Journal No — It is up to 20 characters. It must be unique.

Date — It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Currency — The currency will be filled as local currency. It can be altered.

Rate — It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No — It is for user to input supplementary information up to 20 digits or characters.

Customer Code — Use the mouse to press this field to call search dialog box for searching records via Customer Code.

Customer Name — Chinese Name is displayed under Chinese mode. English Name is displayed under English mode. Only customer name matched with customer code will be displayed. It cannot be modified.

Remark — This field is for user to fill in detail description, up to 60 characters, related to this transaction.

Cheque No — Cheque No. for this payment.

Payment Method — Please select a payment method for this customer payment. If there is an account code selected for this payment method in Payment Method File, this payment will be debited to this account.

Total Payment — Total payment is calculated based on this voucher's currency. User can key in the total amount paid by the customer, the Application will settle this customer's invoices by order. Or user can select the

invoices to be paid, the Application will calculate the total payment amount automatically.

Exchange Difference — It is the total exchange difference of all invoices in this voucher. It is calculated by the Application automatically.

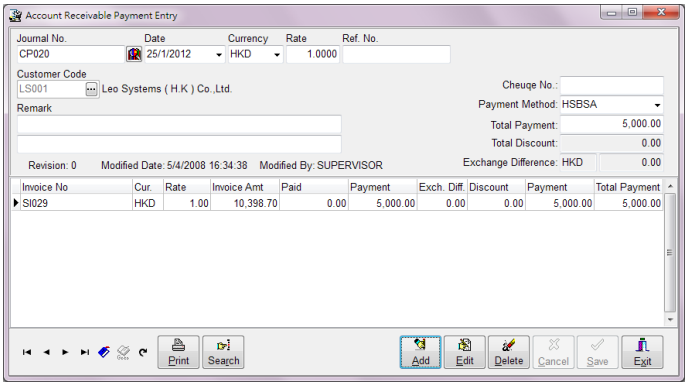


Figure 21-1 Account Receivable Payment Entry

21.2 Contents

Invoice No. — All unpaid invoices for the selected customer will be displayed in here. Please choose one to make payment.

Currency — The currency related to the selected invoice will be displayed here. It cannot be modified.

Rate — The currency rate related to the selected invoice will be displayed here. It cannot be modified.

Total Amount — This amount is total invoice amount of the selected invoice.

Paid — All paid amounts include deposits based on the selected invoice's currency.

Payment — It is the total amount including this payment based on the selected invoice's currency.

Exchange Difference — It is the exchange difference caused from the different currency of the invoice and this voucher. It is calculated by the Application automatically.

Payment — It is for user to key in the amount for this payment.

Note: The currency should be same as voucher currency. For example, if voucher currency is Hong Kong Dollar, the amount filled in this field should be the amount of Hong Kong Dollar.

21.3 Other functions

Print Receipt

Under Browse mode, press [10] or right click the mouse to choose [Print Receipt]. The default size for the receipt is A5. To modify the size or the content of the receipt, please press [F8] or right key of the mouse on Print Dialog Box to call Report Designer.

Multi-selection of unpaid invoices

1) Under Insert or Edit mode, press [F7] to select the invoices for settlement from all outstanding invoices of this customer.
2) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
3) Press [OK], the selected invoices will be added to this payment entry. The payment amount can be edited.

Cheque Returned

Under Browse mode, right click the mouse to choose [Cheque Returned]. After executed this function, reverse entries are added to the original voucher.
The status can be cancelled by right click the mouse to choose [Cancel Cheque Returned function]. After that, the reverse entries are cancelled. The status can't be cancelled if the invoices in this entry had been settled in another payment transaction and the payment amount exceeds the invoice's balance.

Chapter 22 Account Payable Payment Entry (GAS & GIS)

Account Payable Payment Entry is designed for inputting vendor invoice payment. It doesn't involve accounting knowledge. The interface is friendly and simple.

The interface divides into two parts: voucher header and contents.

22.1 Voucher Header

Journal No	Journal number is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Currency	The currency will be filled as local currency. It can be altered.
Rate	It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information up to 20 digits or characters.
Cheque No	Cheque number of payment to vendor.
Vendor Code	Use the mouse to press this field to call dialog box for searching records via Vendor Code.
Vendor Name	Chinese Name is displayed under Chinese mode. English Name is displayed under English mode. Only vendor name matched with vendor code will be displayed. It cannot be altered.
Remark	This field is for user to fill in detail description, up to 60 characters, related to this transaction.
Cheque No	Cheque No. for this payment.
Payment Method	Please select a payment method for this customer payment. If there is an account code selected for this payment method in Payment Method File, this payment will be debited to this account.

Total Payment — Total payment is calculated based on this voucher's currency. User can key in the total amount paid to the vendor, the Application will settle this vendor's invoices by order. Or user can select the invoices to pay. The Application will calculate the total payment amount automatically.

Exchange Difference — It is the total exchange difference of all invoices in this voucher. It is calculated by the Application automatically.

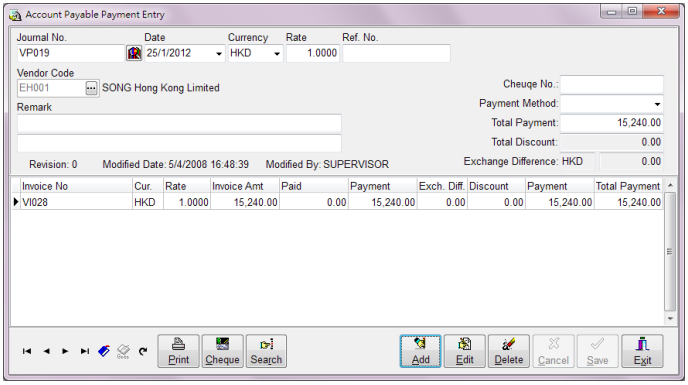


Figure 22-1 Account Payable Payment Entry

22.2 Contents

Invoice No. — All unpaid invoices for the selected customer will be displayed in here. Please choose one to make payment.

Currency — The currency related to the selected invoice will be displayed here. It cannot be modified.

Rate — The currency rate related to the selected invoice will be displayed here. It cannot be modified.

Total Amount — This amount is total invoice amount of the selected invoice.

Paid — All paid amounts include deposits based on the selected invoice's currency.

Payment — It is the total amount including this payment based on the selected invoice's currency.

Exchange Difference — It is the exchange difference caused from the different currency of the invoice and this voucher. It is calculated by the Application automatically.

Payment It is for user to key in the amount for this payment.

Note: The currency should be same as voucher currency. For example, if voucher currency is Hong Kong Dollar, the amount filled in this field should be the amount of Hong Kong Dollar.

23.3 Other functions

Print Under Browse mode, press [10] or [Print] button to print a payment record. The default size for the receipt is A5. To modify the size or the content of the receipt, please press [F8] or right key of the mouse on Print Dialog Box to call Report Designer.

Print Cheque Under Browse mode, press [Cheque] button or right click the mouse to choose [Print Cheque]. The information of date, vendor and amount will be automatically filled.

Multi-selection of unpaid invoices

1) Under Insert or Edit mode, press [F7] to select the invoices for settlement from all outstanding invoices of this vendor.
2) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
3) Press [OK], the selected invoices will be added to this payment entry. The payment amount can be edited.

Cheque Returned

Under Browse mode, right click the mouse to choose [Cheque Returned]. After executed this function, reverse entries are added to the original voucher.
The status can be cancelled by right click the mouse to choose [Cancel Cheque Returned function]. After that, the reverse entries are cancelled. The status can't be cancelled if the invoices in this entry had been settled in another payment transaction and the payment amount exceeds the invoice's balance.

Chapter 23 Quotation Entry (GOS)

Under main menu, use the mouse to choose Quotation Entry or press [Alt-S]+Q to Quotation Entry interface. The interface divides into three pages: Main, Delivery Information and Remark.

23.1 Main

Main page includes three parts: header, details and footer.

23.1.1 Header

Header includes major content of a quotation. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface just by pressing Exit and the current record will be copied to this quotation.

Field description:

Quotation No	Quotation number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Quotation Number in [System Number] to check whether the number was used. If not, this number will be used as a Quotation Number. Otherwise, the Application will add one to this number. Note: Quotation Number should be unique to other System Number. To change next Quotation Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue a quotation and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Customer Code	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Contact	Contact person for this company.
Status	3 options, Active, Completed and Inactive, can be chosen. When Active be chosen, the prices will be updated to [Customer / Stock Last Price Table]. The quotations with Completed status won't be brought forward after Year End function executed.

Currency The currency will be filled as the selected customer's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

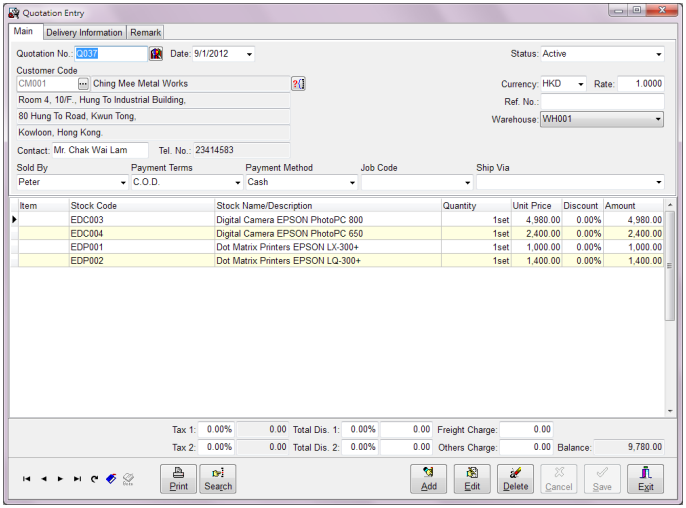


Figure 23-1 Quotation Entry

Rate It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information, e.g. purchase order number.

Warehouse (Enhanced Edition only)
The warehouse selected here will be used for out stock when sales invoices issued. It can be blank.

Sold by It is to record the salesman responsible to this Quotation.

Payment Terms It is the credit days for the customer. Please refer to Payment Terms File and Customer File.

Payment Method It is to record customer's payment method.

Job Code (Enhanced Edition only)
The job code assigned to this transaction. It can be blank.

Ship Via To record the delivery method for the goods.

23.1.2 Details

Each quotation can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item	It is to input the number for each item or other information.
Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description	Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.
Quantity	The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here. Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.
Unit Price	The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. You just choose the desired one. Whatever you chose, this price will be the last selling price for next sales.
Discount	This discount is defaulted as percentage. Thus, please just input the digit.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.
Item Remark	Press [F5] in Detail section of a quotation to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price, and detail remark. The information can't be edited under [Browse] mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

23.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge and Balance.

Tax 1 & 2	Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.
Total Disc 1	This discount is calculated based on quotation total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.
Total Disc 2	This discount is calculated based on quotation total amount exclusive total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.
Balance	It is automatically calculated. It equals to quotation total amount plus freight charge and other charge minus total discount 1 & 2.

23.2 Delivery Information

Ship To	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Delivery Date	The date to deliver the goods. To input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

23.3 Remark

Remark	User can input detail description for each Quotation.
Revision	The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

23.4 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print quotation. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of Quotation No., or press the right key of the mouse to call functions menu to select [Search Quotation]. The fields for searching include Quotation No., Customer Code and Reference No.

Search records by advance searching method

Press [Search] button or [F4] to call an interface of [Search Quotation] for advance searching method. Most of the fields in quotation can be selected for advance searching.

Copy — User can copy the content of the existing Quotation to a new Quotation by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity

User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from sales history

User can select the stocks from sales history. Please refer to the steps:
i) Press [Add] to create a new quotation
ii) Select a designated customer
iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 24 Sales Order Entry (GOS)

Under main menu, use the mouse to choose Sales Order Entry or press [Alt-S]+O to Sales Order Entry interface. The interface divides into three pages: Main, Delivery Information and Remark.

24.1 Main

Main page includes three parts: header, details and footer.

24.1.1 Header

Header includes major content of a Sales Order. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface just by pressing Exit and the current record will be copied to Sales Order.

Field description:

S. O. No. Sales Order number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Sales Order Number in [System Number] to check whether the number was used. If not, this number will be used as a Sales Order Number. Otherwise, the Application will add one to this number.

Note: Sales Order Number should be unique to other System Number. To change S. O. No. for next sales order, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a sales order and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Contact Contact person for this company.

Currency The currency will be filled as the selected customer's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

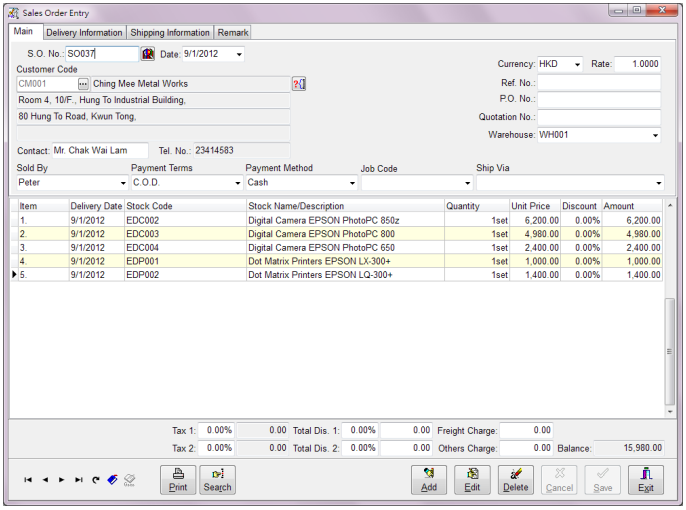


Figure 24-1 Sales Order entry

Rate It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information.

P.O. No It is company's purchase order number.

Quotation No It is the number of quotation.

Warehouse (Enhanced Edition only)
The warehouse selected here will be used for out stock when sales invoices issued. It can be blank.

Sold by It is to record the salesman responsible to this Invoice. The information is for the analysis of salesman's performance.

Payment Terms It is the credit days for the customer. Please refer to Payment Terms File and Customer File.

Payment Method It is to record the method of payment.

Job Code (Enhanced Edition only)
The job code assigned to this transaction. It can be blank.

Ship Via To record the delivery method for the goods.

24.1.2 Details

Each sales order can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item	It is to input the number for each item or other information.
Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description	Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.
Quantity	The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here. Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.
Unit Price	The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. You just choose the desired one. Whatever you chose, this price will be the last selling price for next sales.
Discount	This discount is defaulted as percentage. Thus, please just input the digit.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.
Item Remark	Press [F5] in Detail section of a sales order to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price and detail remark. The information can't be edited under [Browse] mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

24.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge and Balance.

Tax 1 & 2	Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.
Total Disc 1	This discount is calculated based on sales order total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.
Total Disc 2	This discount is calculated based on sales order total amount exclusive total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.
Balance	It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2.

24.2 Delivery Information

Ship To	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Delivery Date	The date to deliver the goods. To input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

24.3 Shipping Information

This page is to input the detail shipping information. It includes the following fields:

1. ort of Loading
2. Port of Discharge
3. Sailing On/Abort
4. ETA
5. Vessel/Voyage Name
6. Carrier
7. Letter of Credit Number

8. Bill of Lading Number
9. Banker
10. Shipping Mark

24.4 Remark

Remark — User can input detail description for each Quotation.

Revision — The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

24.5 Other Functions

Print — Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Sales Order. User can press [F10] to call dialog box for printing or preview.

Modify Format — Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of S.O. No., or press the right key of the mouse to call functions menu to select [Search Sales Order]. The fields for searching include S.O. No., Customer Code and Reference No.

Search records by advance searching method

Press [Search] button or [F4] to call an interface of [Search Sales Order] for advance searching method. Most of the fields in sales order can be selected for advance searching.

Copy — User can copy the content of the existing Sales Order or Quotation to a new Sales Order by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity

User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from sales history

User can select the stocks from sales history. Please refer to the steps:
i) Press [Add] to create a new sales order
ii) Select a designated customer
iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 25 Purchase Order Entry (GOS)

Under main menu, use the mouse to choose Purchase Order Entry or press [Alt-S]+P to Purchase Order Entry interface. It divides into Main page and Remark page.

25.1 Main

25.1.1 Header

Header includes major content of a Purchase Order. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Vendor Code, Currency or Prepared By, etc. To close the interface just by pressing Exit and the current record will be copied to Purchase Order.

Field description:

P.O. No	Purchase Order Number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Purchase Order Number in [System Number] to check whether the number was used. If not, this number will be used as a Purchase Order Number. Otherwise, the Application will add one to this number. Note: Purchase Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.
Date	This field is the date to issue a Purchase Order and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Vendor Code	Press the button beside the field by the mouse to call dialog box for searching via vendor code, vendor name or telephone number.
Contact	Contact person for this company.
Currency	The currency will be filled as the selected vendor's default currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

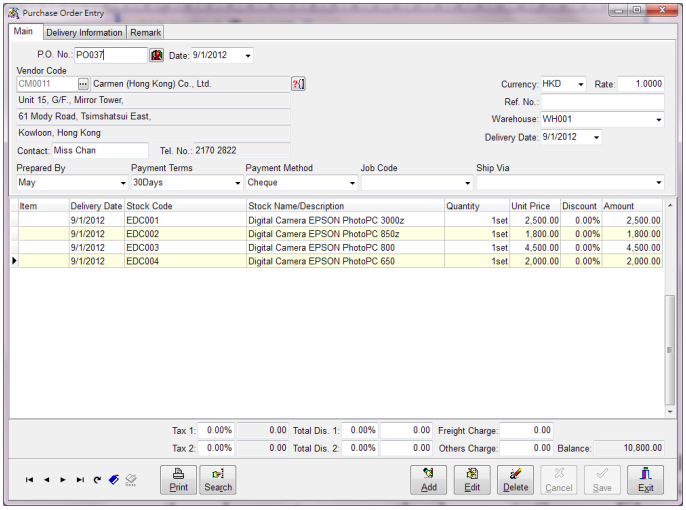


Figure 25-1 Purchase Order Entry

Rate It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information. It can be blank.

Warehouse (Enhanced Edition only)
The warehouse selected here will be used for in stock when vendor invoices issued. It can be blank.

Prepared By It is to record the staff responsible to this Purchase Order.

Payment Terms It is the credit days from the vendor. Please refer to Payment Terms File and Vendor File.

Payment Method It is to record the method of payment.

Job Code (Enhanced Edition only)
The job code assigned to this transaction. It can be blank.

Ship Via To record the delivery method for the goods.

25.1.2 Detail

Each Purchase Order can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item	It is to input the number for each item or other information.
Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description	Stock name is automatically filled in when Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.
Quantity	The interface for input quantity will automatically displayed when the cursor moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here. Small unit price will be filled in the field of unit price if only small unit quantity input. Otherwise, large unit price will be filled.
Unit Price	The Application will check whether the stock has been bought. If yes, last purchase price will be filled in this field. Otherwise standard purchase price in Stock File will be used.
Discount	This discount is defaulted as percentage. Thus, please just input the digit.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount.
Item Remark	Press [F5] in Detail section of a purchase order to call an interface to input detail information for a stock or an item. The information can't be edited under [Browse] mode.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

25.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge and Balance.

Tax 1 & 2	The tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File.
Total Disc 1	This discount is calculated based on purchase order total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.

Total Disc 2	This discount is calculated based on purchase order total amount exclusive total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 are exclusive this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 are exclusive this amount.
Balance	It is automatically calculated. It equals to purchase order total amount minus total discount 1 & 2.

25.2 Delivery Information

Ship To	Pick out the record from the existing customer list. The customer information can printed on the purchase order to instruct the vendor shipped the goods directly to the customer.
Delivery Date	The date to deliver the goods. To input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

25.3 Remark

Remark	User can input detail description for each purchase order.
Revision	The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

25.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Purchase Order. User can press [F10] to call dialog box for printing or preview.

Modify Format Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method

To search a record, press the button beside the field of P.O. No., or press the right key of the mouse to call functions menu to select [Search Purchase Order]. The fields for searching include P.O. No., Vendor Code and Reference No.

Search records by advance searching method

Press [Search] button or [F4] to call an interface of [Search Purchase Order] for advance searching method. Most of the fields in purchase order can be selected for advance searching.

Copy User can copy the content of the existing Sales Order or Purchase Order to a new Purchase Order by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity

User can set decimal point, maximum to 4 points for unit price or 5 points for quantity in System Setup.

Select the stocks from purchase history

User can select the stocks from purchase history. Please refer to the steps:

i) Press [Add] to create a new purchase order

ii) Select a designated vendor

iii) Press [F7] to call [Stock Last Unit Price] file of this designated vendor

iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.

v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Chapter 26 Sales Memo Entry (GRS)

Under main menu, use the mouse to choose Sales Memo Entry or press [F2] to Sales Memo Entry interface. The interface divides into three parts: Header, Detail and Footer.

26.1 Header

Header includes basic information of a Sales Memo. Most of the contents can be selected from the existing files under Maintenance.

Field description:

Invoice No. Invoice No. contains 20 digits or characters and is automatically incremental.

Note: Voucher Number should be unique to other Transaction Number. To change Voucher Number for next voucher, you should go to Transaction Numbers File in File Maintenance.

Date/Time This field is the date to issue a sales memo and will be automatically filled in as current date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

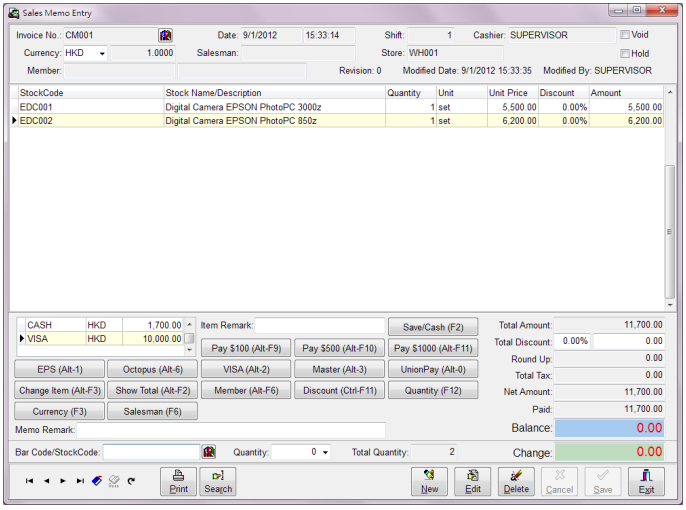


Figure 26-1 Sales Memo Entry

Shift This shift is selected by user before entered into this interface.

Void There will be a '✓' in this field when a Sales Memo is deleted. Stock

quantities will be increased and sales transactions will be deleted when a Sales Memo is deleted. For security reason, deleted Sales Memo still keeps in the System for supervisor's checking.

Currency — Default currency is local currency. To change the currency, please press [F3] to choose the desired one.

Salesman — To record the salesman responsible to this memo. To change the salesman, please press [F6] to choose the desired one.

Cashier — The user who login in the System.

Member — Press [Alt-F6] to call dialog box for searching via member code, member's Chinese/English name, I.D. No., or telephone number.

Member Name — Member name is automatically filled in when Member Code has been selected. To modify, please go to Member File under Maintenance.

Store (Enhanced Edition only)
The code for this store. To modify, please go to System Setup under Maintenance.

Revision — The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

26.2 Details

Each memo can contain many items. It includes: Stock Code, Stock Name/Description, Quantity, Unit, Unit Price, Discount, and Amount.

Stock Code — The stock code in here will be automatically filled in when a stock code is input directly or read by bar code reader to the first field in the left side of the bottom line.

Description — Stock name is automatically filled in when Stock Code has been selected.

Quantity — The quantity in here will be automatically filled in when the quantity is input directly to the second field in the left side of the bottom line.

Unit	The unit for a stock.
Unit Price	The selling price for a stock.
Discount	Default discount for each stock. This discount is automatically filled in, referring to Stock Promotion Price or quantity discount.
Amount	This amount is automatically calculated by the System. It equals to Quantity times Unit Price minus Discount.
Item Remark	To input the supplementary information for a stock item, e.g. serial number, etc. This data field can be used for searching in Advance Search.

26.3 Footer

Footer includes all payment information, some function buttons and financial figures.

Payment information

All payment information in different payment methods about this Sales Memo will be displayed here.

Paid by	To record all payment methods for this sales memo.
Cur.	Currency code for different payment methods.
Payment	The paid amount for different payment methods.

Other financial figures

Total Amount	This amount is also automatically calculated by the System. It accumulates all items amount.
Total Disc	This discount is calculated based on sales memo total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage input, discount amount will be automatically calculated. Vise Versa.
Total Tax	Total tax is automatically calculated by the System and based on default formula set by user. Please refer to the chapter of Tax File.
Net Amount	This amount is also automatically calculated by the System. It equals to Total Amount minus Total Discount plus Total Tax (China VAT exclusive).

Paid	It is to record the amount paid by customer.
Balance	It is automatically calculated. It equals to Net Amount minus Paid Amount.
Change	Changed amount for cash payment.
Total Quantity	The total quantities of all stock items for the whole cash memo.

26.4 Function Keys

ESC	To cancel or exit from Sales Memo Entry
F2	To add or save a sales memo or a cash payment（display interface for cash payment）
F3	To browse or edit a sales memo
F4	To browse or delete a sales memo
F5	To select a sales memo under Browse Mode
F6	To browse or change the salesman
F8	To modify the format of sales memo
F9	To preview a sales memo
F10	To print a sales memo
F11	To modify total discount amount
F12	To modify the quantity of a stock
Alt-F2	To show total amount in customer display
Atl-F3	Under insert/edit mode, to focus on the field of stock code
Atl-F4	To exit from Sales Memo Entry under browse mode
Alt-F5	To browse and select an existing record of the stocks
Alt-F7	Paid 10 dollars
Alt-F8	Paid 50 dollars

Alt-F9	Paid 100 dollars
Alt-F10	Paid 500 dollars
Alt-F11	Paid 1000 dollars
Alt-F12	To delete all input payments
Ctrl-F2	To save a sales memo with balance amount
Ctrl-F3	To change the currency
Ctrl-F11	To modify total discount rate
Ctrl-F12	To focus on Multi Payment Grid. User can use [Delete] to delete the record at cursor position
Alt-0	Paid by CARTE BLANCHE
Alt-1	Paid by EPS
Alt-2	Paid by Visa Card
Alt-3	Paid by Master Card
Alt-4	Paid by America Express
Alt-5	Paid by Diners Card
Alt-6	Paid by OCTOPUS
Alt-7	Paid by Coupon
Alt-8	Paid by DISCOVER
Alt-9	Paid by JCB
Ctrl-1	Paid by Hong Kong Dollars (HKD)
Ctrl-2	Paid by US Dollar (USD)
Ctrl-3	Paid by Japanese Yen (JPY)
Ctrl-4	Paid by Canadian Dollar (CAD)
Ctrl-5	Paid by Euro (EUR)

Ctrl-6	Paid by Taiwan New Dollar (TWD)
Ctrl-7	Paid by Singapore Dollar (SGD)
Ctrl-8	Paid by Australian Dollar (AUD)
Ctrl-9	Paid by Korean Won (KRW)
Ctrl-0	Paid by Thai Baht (THB)

26.5 Operation Procedures

Sales Memo

(1)When the stock code is input directly or read by Bar Code Reader, a new sales memo will be created. If quantities for each stock are too much, user can input the quantities by pressing F12.

(2)After the stock has been selected,
(i)User can input total discount by pressing [F11] to modify discount amount or [Ctrl-F11] to modify discount rate.
(ii)If no total discount to be input, please go to step (3).

(3)Payment
(i)Cash Payment
User can press F2 to input the amount paid by cash or press function key to input a special amount directly: [Alt-F8] for 50 dollars, [Alt-F9] for 100 dollars, [Alt-F10] for 500 dollars, [Alt-F11] for 1000 dollars.
(ii)Credit Card Payment
User can select different type of credit card by function key.

(4)When a sales memo has been finished, please press F2 to save.

Sales Return

(1)Press F12 to input the quantity returned by the customer. Negative sign must be input.

(2)Input stock code directly or read by Bar Code Reader.

(3)After the stock has been selected,
(i) User can input total discount by pressing [F11] to modify discount amount or [Ctrl-F11] to modify discount rate.
(ii) If no total discount to be input, please go to step (3).

(4)Payment
User can press F2 to input the amount paid by cash or press function key to input a special amount directly: [Alt-F8] for 50 dollars, [Alt-F9] for 100 dollars, [Alt-F10] for 500 dollars, [Alt-F11] for 1000 dollars.

(5)When a sales memo has been finished, please press F2 to save.

Note: To modify other fields, such as currency and salesman, etc please refer to section [Function Keys].

Chapter 27 Sales Memo Payment Voucher (GRS)

Under main menu, use the mouse to choose Sales Memo Payment Voucher or press [F3] to Sales Memo Payment Entry interface. Sales Memo Payment Voucher is designed for inputting sales memo payment. It doesn't involve accounting knowledge. The interface is friendly and simple.

27.1 Header

Journal No	Journal number is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. The format is according to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Cashier	The user who login in the System.
Shift	This shift is selected by user before entered into this interface.
Store	The code for this store. To modify, please go to System Setup under Maintenance.
Sales Memo No	All unpaid sales memo will be displayed in here. Please choose one to make payment.
Invoice Date	The date of the selected sales memo.
Currency	The currency of the selected sales memo.
Total Amount	This amount is total amount of the selected sales memo.
Total Discount	This amount is total discount of the selected sales memo.
Paid	All paid amounts include deposits.
Balance	It equals to Total Amount minus Total Discount and Paid Amount.

27.2 Contents

Currency	The default value is the currency of the selected sales memo. If the currency changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it just by input the new rate directly. To change

the exchange rate permanently, please go to Currency File.

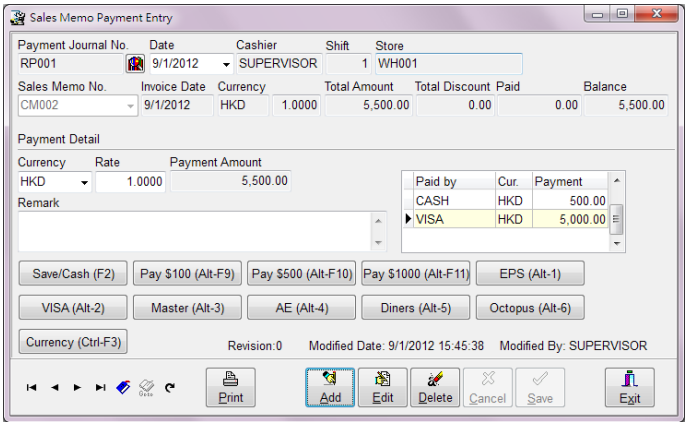


Figure 27-1 Sales Memo Payment Entry

Payment Amount — The total payment amount for this Sales Memo Payment Entry.

Payment Information

All payment information in different payment methods will be displayed here.

Paid by — To record all payment methods for this sales memo.

Cur. — Currency code for different payment methods.

Payment — The paid amount for different payment methods.

Revision — The times of this record modified. “0” will be marked for this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date — The Application will automatically update the latest modified time of this record.

Modified By — The Application will automatically update the latest modified user name of this record.

Chapter 28 Stock Promotion Price Entry (GRS)

User can input the promotion price for a series of stocks for a specific period here.

Field description:

Stock Code	User can input the code directly or press the button beside the field to select the existing records.
Stock Name	Stock name is automatically filled in when Stock Code has been selected.
Quantity	The quantity in here will be automatically filled in when the quantity is input directly to the second field in the left side of the bottom line.
Unit Price	The selling price for a stock. The unit price is automatically filled in when Stock Code has been selected. To amend, please input directly here.
Discount	Please input the discount rate directly.
Start Date	The beginning date for the promotion period.
End Date	The ending date for the promotion period.

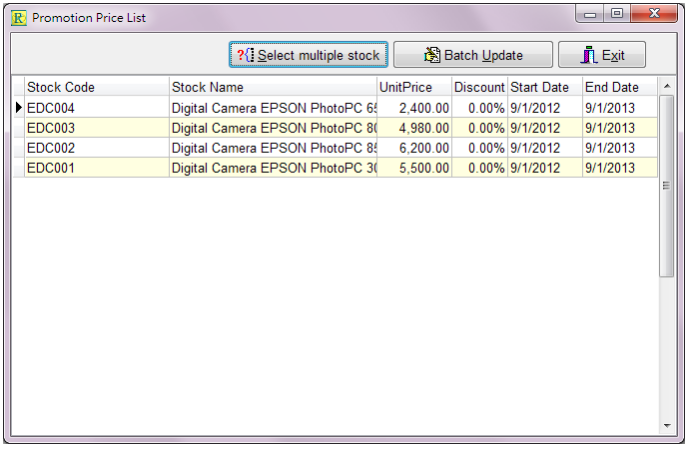


Figure 28-1 Stock Promotion Price Entry

Chapter 29 Stock Selling Price by Shop (GRS) (Enhanced Edition only)

User can input stocks' unit price for a specific period to each shop here.

Field description:

Stock Code	User can input the code directly or press the button beside the field to select the existing records.
Stock Name	Stock name is automatically filled in when Stock Code has been selected.
Unit Price	The selling price for a stock. The unit price is automatically filled in when Stock Code has been selected. To amend, please input directly here.
Start Date	The beginning date for the promotion period.
End Date	The ending date for the promotion period.

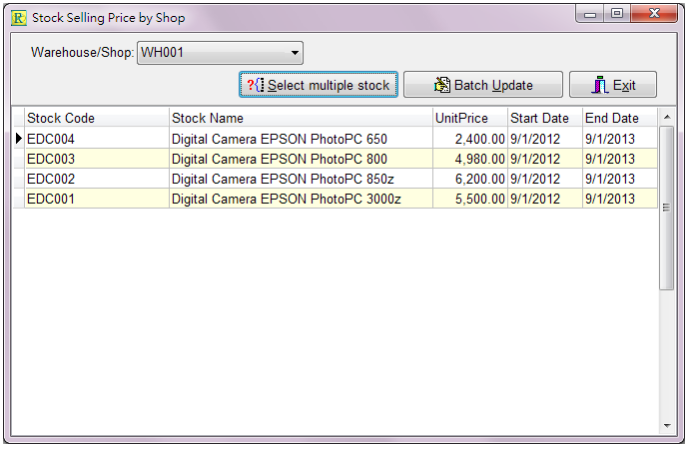


Figure 29-1 Stock Selling Price by Shop

Select multiple stocks	To facilitate the selection, user can select a range of stocks here.
Batch Update	To update the stocks' unit price by batch.

Chapter 30 Utilities

30.1 Backup Data

There are two backup methods, On-Line Backup and Off-Line Backup, for Firebird / Interbase SQL server.

On-Line Backup is executed by the authorized person who should log in the database system and backup the data to backup file by API commands of Firebird/Interbase. The size of the backup file by this method will be much small.

Off-Line Backup is to backup the database file (e.g. GBSI.FDB) to other device. All GTC Applications must be log out and Firebird/Interbase server must be stopped before Off-Line Backup be executed. Do not use external proprietary backup utilities or file-copying tools such as WinZip, tar, copy, xcopy, etc., on a database which is running. Not only will the backup be unreliable, but the disk level blocking used by these tools can corrupt a running database.

On-Line Backup is used in GTC Applications. Actually, there are many methods to backup the database. Here only the method used by GTC Applications will be introduced. To learn more about different backup methods, please refer to the user manual of Firebird/Interbase.

On-Line Backup can be executed provided that:
a) The backup function can be only executed on the computer with both GTC Applications and Firebird/Interbase server installed.
b) This function will be executed only without anyone executed the Application simultaneously.

After [Backup] function is chosen, figure 23-1 will be displayed. User should choose target drive and sub directory and press [Start Backup] button to start. If there is a lot of data to backup, more than one diskette will be requested. Please put the backup data diskettes at safe place with right label.

Start	Press [Start] to start. Before backup data, the disk should be formatted. Note: all files in the diskette will be overwritten.
Exit	To exit Backup Screen.

To use this function, please note:

1. Only the drive and the directory supported by your MS Windows can be chosen. If you can not choose the desired drive or directory, please check the settings of MS Windows.
2. If target drive is CD-RW, you should have an appropriate application so that CD-RW can be written directly. For example, Direct-CD of EasyCD Creator or In-CD of Nero.

3. You should insert the disk before the drive chose.
4. If target drive is hard disk, please select one hard disk other than the exiting one. Otherwise, if there is any damage on the existing hard disk, the data and the backup data will be lost simultaneously.
5. The file name of backup data is gbs5data.zip.

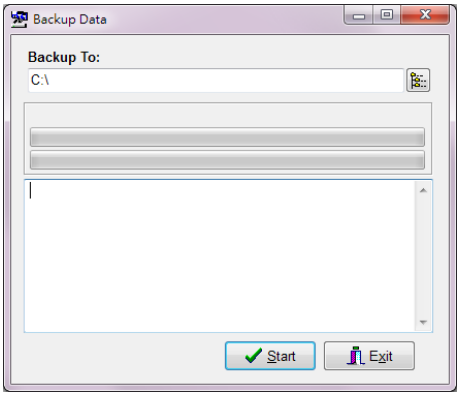


Figure 30-1 Backup Data

Note: Before backup data, the Application will automatically check whether another user executed the Application (including other modules). This function will be executed only without anyone executed the Application simultaneously. Moreover, it is better to backup more than one copy.

30.2 Restore Data

This function is used to restore the backup data to hard disk. Please choose source drive or directory. Press [Start Restore] button to restore data. The Application will automatically search the backup file, gbs4data.zip, from the designated drive and directory. If backup diskettes are more than one, please insert the diskettes by order.

The Application will automatically check whether anyone executed the Application (including other modules) before Restore Data function is executed. Otherwise, the function will not be executed.

Note: This function will overwrite the data in target directory. Please be careful. If Restore procedure is stopped by force, the data in hard disk may be damaged.

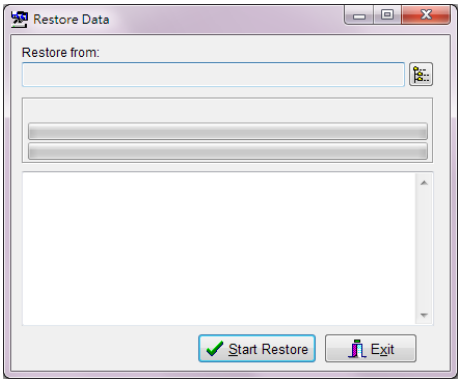


Figure 30-2 Restore Data

30.3 Adjust Closing Stock Value

Physical Inventory method is used in GTC Accounting System. User must count the actual quantities of all stocks on hand at the end of each financial period. The closing stock value equals these quantities times unit price of all stocks. Please input this value in the window of [Adjust Closing Stock Value]. This value will be used to calculate the profit/loss for each financial period.

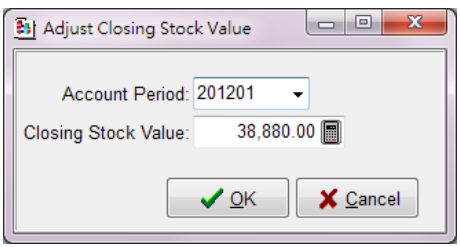


Figure 30-3 Adjust Closing Stock Value

30.4 Opening Balance

30.4.1 Chart of Accounts Opening Balance

Opening balance for accounts can be input here or in [Chart of Account File]. Here all detail accounts of Balance Sheet will be displayed.

Note: 1) The total amount of debit side must equal to the total amount of credit side. Otherwise, it can't be saved.
2) The accounts for Opening Stock and Closing Stock must be set up firstly.

30.4.2 Customer Opening Balance

To facilitate the process, user can input the opening outstanding invoices for different customers here other than in [Customer File].

30.4.3 Vendor Opening Balance

To facilitate the process, user can input the opening outstanding invoices for different vendors here other than in [Vendor File].

30.5 Year End

It is for bringing forward the balance to next financial year and to delete all transactions related the accounting.

Steps:

1. To create a **new** company data (e.g. CO2011) for a new financial year.
2. In old company data (e.g. CO2012)
   - Execute [Transaction Audit] (Utilities > Transaction Audit)
   - Verify all financial reports
   - Backup Data (Utilities > Backup Data)
3. Execute [Restore Data] in the new company data (e.g. CO2011)
4. Execute [Year End] in the new company data (e.g. CO2011)
   - Verify all financial reports

Note: All transaction files, including Invoices and Vouchers, will be deleted after Year End executed. Please make sure you have at least one copy of data.

If there are any adjustments for previous year after Year End executed, you can adjust the transactions directly in old company data (e.g. CO2011). For the new company data, you can just input the correct opening balance to the relative accounts in Chart of Accounts File. If the adjustment involved A/R and A/P accounts, please also adjust the opening balance for the relevant customers and vendors.

30.6 Database Tools

30.6.1 Empty all transaction files

This function is to delete all transaction files, such as Sales Invoice, Vendor Invoice, Delivery Note, AR Payment, AP Payment and Stock Adjustment, etc. However, all files under Maintenance will be reserved.

30.6.2 Clear all data

This function will clear all data, including all transactions and all files under Maintenance. When this function finished, the database will be empty.

30.6.3 Delete Customer Opening Balance

This function will delete all customers' opening balance invoices and set the opening balance amount to zero. The invoices issued in current financial year will not be affected. This function can't be reverted. Please use this function carefully.

30.6.4 Delete Vendor Opening Balance

This function will delete all vendors' opening balance invoices and set the opening balance amount to zero. The invoices issued in current financial year will not be affected. This function can't be reverted. Please use this function carefully.

30.6.5 Delete Stock Opening

This function will delete all stocks' opening quantity. The records in current financial year will not be affected. This function can't be reverted. Please use this function carefully.

30.6.6 Change Chart of Account Code

To change the existing code to a new one, just by selecting the old code, inputting the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected if the new code existing in [Chart of Account File].

30.6.7 Change Customer Code

To change the existing code to a new one, just by selecting the old code, inputting the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected if the new code existing in [Customer File].

30.6.8 Change Vendor Code

To change the existing code to a new one, just by selecting the old code, inputting the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected if the new code existing in [Vendor File].

30.6.9 Change Stock Code

To change the existing code to a new one, just by selecting the old code, inputting the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected if the new code existing in [Stock File].

30.7 Transaction Auditor

When there is the difference from the actual value due to hardware problem, etc. Transaction Auditor can be executed to recalculate the balance of different transactions.

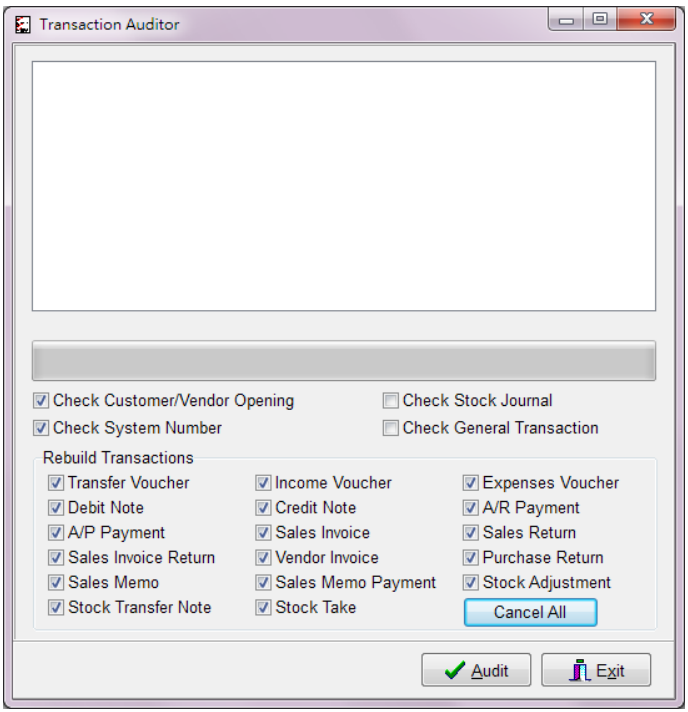


Figure 30-4 Transaction Auditor

Note: All transactions will be re-saved when [Rebuild Transactions] be executed. It takes time. Thus, it is better to execute this function on the computer with both GTC Applications and Firebird/Interbase server installed.

30.8 Import Data from Other Company / Location

This function is to consolidate the data from different companies /locations. For example, your company has 5 branches in 5 different locations. Each branch has own data. At the end of the month, each branch can send its data to head office via e-mail.

The consolidation will be handled in head office. You can set up 5 sets of accounts for 5 branches and 1 set of account for head office. Firstly, you should restore the data from branches to the account of each branch. And then, you can execute Import Data function to import data from the account of each branch to the account of head office. Now, this account of head office contains a whole set of accounting information of your company.

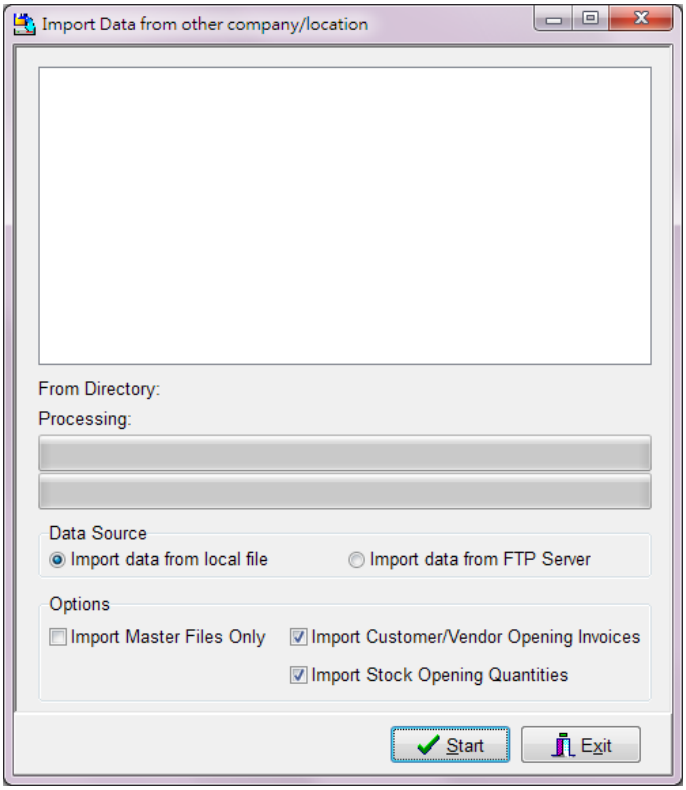


Figure 30-5 Import Data from other Company/Location

To have precise and consistent data, all Applications must fulfill the following conditions:

1. The date and time should be same for all computers. The Application will update or append the records according to the modified date and modified time of data.

2. Each branch must use different transaction numbers. The Application will overwrite the records by the new one if the transaction number is same.
3. For security issue, the transactions cannot be deleted automatically by the Application once Import Data function has been executed. Branch should inform head office to delete the transaction by manual if there is any transaction was deleted by branch.

30.9 Import Data from Other Format File

This function allows the data in other formats can be imported into GTC Applications' database. Supported formats include Paradox File, dBase File, Text File, HTML File, MS Excel File, MS Word File, Lotus 1-2-3 File, QuattroPro File, XML File, MS Access Database File and ADO File. The data can be imported only including the master data files, such as Chart of Accounts, Customer File, Vendor File, Stock File, etc. All transaction files, such as invoices and vouchers, cannot be imported.

Note 1: If the data is read from MS Access and ADO, MS Access and ADO database engine or compiler must be installed firstly.
No database engine or compiler must be installed if the data read from other formats, such as MS Excel.

Note 2: User should have certain knowledge of database structure and source database formats.

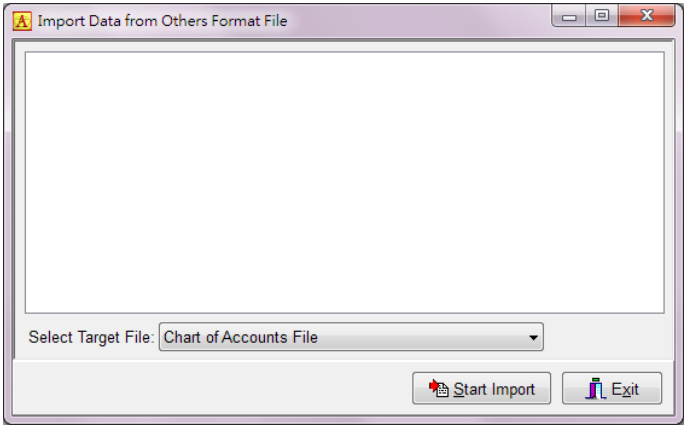


Figure 30-6 Import Data from Other Format File

30.9.1 Select Target File

The first step to import data from other format file is to select the target file. The target file is one of the files under Maintenance. For example, Chart of Accounts, Customer File, Vendor File, Stock File, etc.

Secondly, please select the source file. And then, press [Start] to begin the import procedures.

30.9.2 Mappings

The contents of the source file will be displayed when all settings and information are selected and filled in appropriately. If the settings and information are inappropriately

selected and filled in, the contents will be incorrectly shown here. To amend, please press [Back] to correct. Otherwise, please set field mappings to specify the correspondence between fields in the source and destination files.

Destination The field names of the file in GTC Applications.

Source The field names of the source file.

Key icon It is the primary index when there is a '✓' in this field.
Note: It is highly recommended no any change here.

Specifications To save all settings of this import or load the previous settings from the existing records.

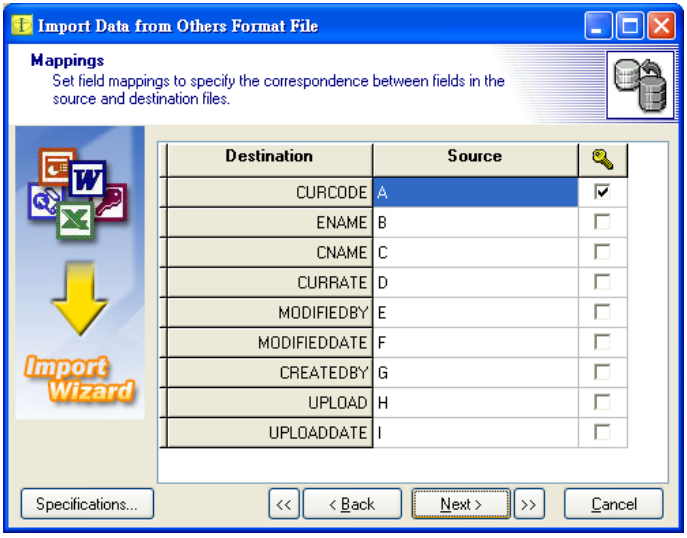


Figure 30-7 Import Data - Mappings

The mappings can be done for individual fields. The other fields, not to be imported, can be blank. Please [Next] for Data preview. The result of field mappings will be shown here. To filter the data of source file, please select [Load when] or [Skip if] and set the appropriate criteria.

Note: The field type should be consistent and convertible. For example, a string field should not import to a numeric field.

30.9.3 Import

All necessary information needs to import the data has been already gathered. Please click [Execute] to begin the import process after Import Mode has been selected.

Append	Add records to the destination table.
Update	Update the record in destination with matching record from source.
Append/Update	If the record exists in destination, update it. Otherwise, add it.
Copy	Delete all records in destination, repopulate from the source.

The statistic information of imported records will be shown after the import process finished.

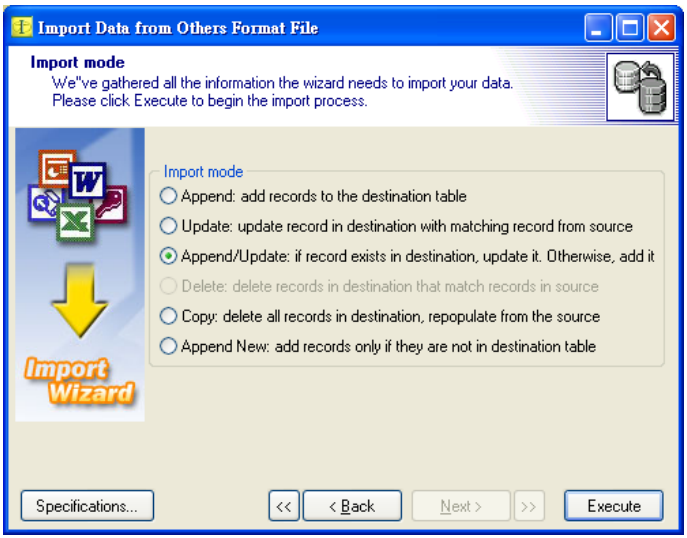

Import Data from Others Format File
Import mode
We"ve gathered all the information the wizard needs to import your data.
Please click Execute to begin the import process.
Import mode
Append: add records to the destination table
Update: update record in destination with matching record from source
Append/Update: if record exists in destination, update it. Otherwise, add it
Delete: delete records in destination that match records in source
Copy: delete all records in destination, repopulate from the source
Append New: add records only if they are not in destination table
Import Wizard
Specifications...
<< < Back Next > >>
Execute

Figure 30-8 Import Data – Import Mode

30.10 Import Transfer Voucher from Excel File

GTC Accounting System supports to import vouchers from Excel File.

Item No.	Order No created by GTC. Not need in Excel File.
Voucher No.	This number, up to 20 digits or characters, will be assigned as the voucher number and must be existed in each row. When the number changed, a new voucher will be created.
Voucher Date	The date of the voucher, it should be in date format in Excel File. The date of last row will be applied for the date of a voucher if the voucher with same voucher number but different voucher date.
Ref No	Supplementary information for a voucher. This field contains up to 20

digits or characters.

Account Code The account to record each transaction and up to 20 digits or characters. All accounts in Excel File must be existed in [Chart of Account File]. Otherwise, all transactions of the voucher will be rejected to import.

Job Code (Enhanced Edition only)
If the job code existed, this transaction will be assigned to the relative Job Reports according to the related account type of the account.

Cheque No Cheque number for each transaction and up to 30 digits or characters.

Currency Code The currency code for each transaction and up to 4 digits or characters. All currency code must be existed in [Currency File]. Otherwise, all transactions of the voucher will be rejected to import.

Currency Rate Any number greater than "0". If local currency be used, the rate must equal to "1".

Debit Amount The amount for debit side. It must be greater than "0".
Credit Amount The amount for debit side. It must be greater than "0".
Note: the total amount of debit side must equal to the total amount of credit side for each voucher.

Invoice No. Invoice No must be provided if the transaction involved the accounts of AR or AP.

Invoice Date The date of the invoice. It must be same as the voucher date.

Due Date The due date of the invoice.

Customer / Vendor Code
The customer or vendor for recording the invoice, up to 20 digits or characters. All customer or vendor code must be existed in [Customer File] or [Vendor File].

Invoice Amount Total amount of an invoice must greater than "0".

Remark 1 & 2 It is detail supplementary information for each transaction, up to 60 digits or characters.

30.11 Export Data to Other Company / Location

This function is to minimize the data traffic between head office and branches. To execute the function, date range and target directory should be given. Only the data in

the range of date will be exported. Default target directory is sub-directory of data directory. For example, if the data directory is c:\gtc\gbs50p\data (Professional Edition) or c:\gtc\gbs50i\data (Enhanced Edition) and the current date is 3, the default target directory will be c:\gtc\gbs50p\data\3 (Professional Edition) or c:\gtc\gbs50i\data\3 (Enhanced Edition).

If the directory is usually to be used, please set the directory in Default Directory of System Setup.

To change the target directory, user can just input directly in [Default directory] or press the button beside the field to choose the desired one.

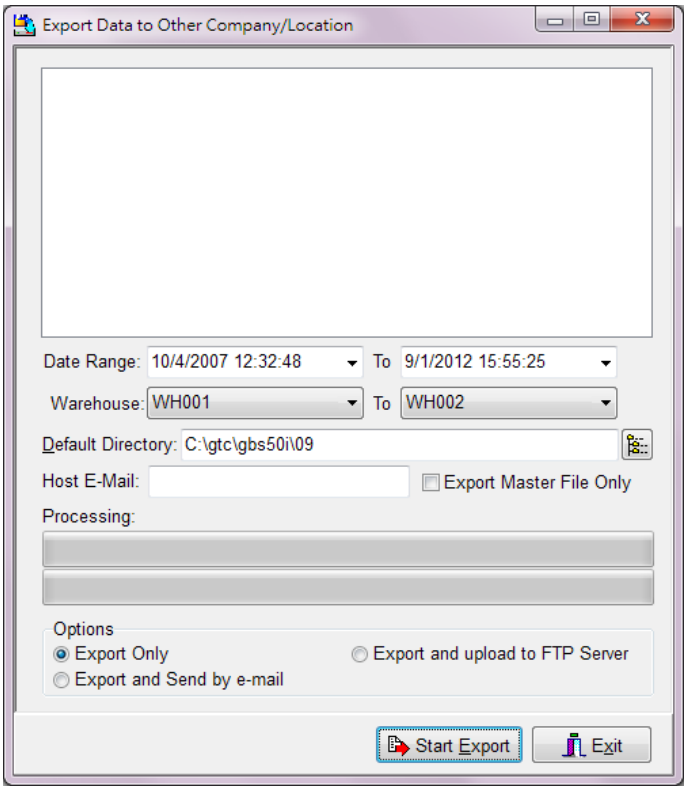


Figure 30-9 Export Data to Other Company/Location

30.12 Export Data to Other Format File

GTC Application has a powerful function, Export Data to Other Format File, for user to export the data to many general formats, such as Text File, HTML File, MS Excel File, MS Word File, Symbolic Link File, DIF File, Lotus 1-2-3 File, QuattroPro File, SQL File, XML File, MS Access Database File, Rich Text File, SPSS File, PDF File and

LDAP File. By doing that, the data in GTC Applications can be read by other applications.

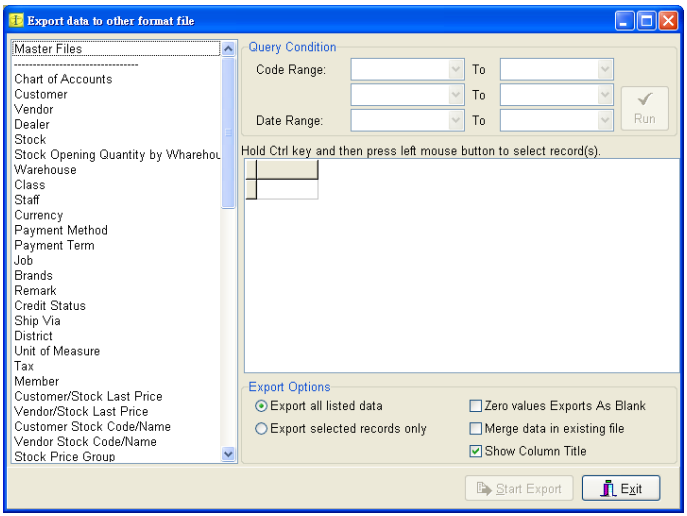


Figure 30-10 Export data to other format file

30.12.1 File Name

The files, including Master Files and Transaction Files, are displayed on the left hand side of the window. Please select one of these files by using mouse to export. All detail contents of the selected file will be displayed on the right hand side of the window, Content Area. GTC Applications allow the user to export designated records. Please refer to [Query Condition].

30.12.2 Query Condition

After the file has been selected, the criteria for selecting the records to be exported will be displayed. The criteria can be customer code, stock code, date range or transaction numbers, etc. Please choose the appropriate range and press [Run]. The result will be shown in Content Area.

30.12.3 Export Options

Export all listed data	All records shown in Content Area will be exported. To select designated records to be exported, please refer to [Query Condition].
Export selected records only	User can select designated records in Content Area by pressing [Ctrl] button and using mouse to select the desired records simultaneously.

Zero values Exports as blank	If this field be selected, the zero value of the records will be interpreted as blank when the records are exported.
Merge data to existing file	If this field be selected and there is a same file name existed, the new records will be merged into the existing file. Otherwise, the existing file will only contain the new records.
Show Column Title	Please mark '✓' here if you want to show column titles in the first line of the records.

30.12.4 Start Export

The export function will be executed once you press [Start Export]. During the process, there are a series of questions will be displayed. Please answer the questions according to your options.

Chapter 31 How to install Firebird

There are two Firebird installation kit included in the CD-ROM of GTC applications: one for Windows platform and one for Linux platform. You can obtain Firebird installation kit for other operating system from http://www.firebirdSQL.org.

31.1 Firebird's system requirements

31.1.1 RAM

Firebird's Superserver utilizes around 2MB RAM. Each connection to the Superserver adds approximately 115K RAM. The Superserver shares a single cache among all connections and increases cache automatically when required.

On POSIX, the Classic server uses no RAM until a client connection is made. On Windows, a small utility service is listening for connection requests. Each connection to the Classic server uses about 2MB. The Classic server creates an individual cache per connection.

As an estimate, allow 64MB of available RAM for a server and 16MB for a local client. The more clients you add, the more RAM will be used. Resource usage on the Classic server grows by a fixed amount per client attachment; on Superserver, resources are shared and will grow dynamically as needed.

31.1.2 Disk Space

Firebird Server requires disk space ranging from 9MB-12MB, depending on platform and architecture.

Firebird's client library requires 350KB disk space.

Firebird's DB administration utility requires 2-6MB disk space, depending on the utility selected.

31.1.3 Computer hardware requirement

Minimum specifications depend on how you plan to use the system. You can run a server and develop database schemas on a Pentium CPU with 64MB RAM. But, such a configuration would not provide much capability if deployed into a network. Windows is more demanding on CDPU and memory than a Linux server running at the console level.

Firebird Supersever and Classic server can use shared memory multi-processors on Linux. On Windows, SMP support is available only for Classic server. On Windows, for v.1.0.x and for v.1.5 Superserver, the CPU affinity mask should be set to a single CPU on an SMP machine. For instructions, refer to the user manual of Firebird.

Hyperthreading is uncertain and seems to depend on several variables, including operation system platform, hardware vendor, and server version. If you have a machine with this feature, try your selected server with it enabled initially, and be prepared to disable it at the BIOS level if performance appears slow.

31.1.4 Operating System requirements

The minimum operating system requirements for running Firebird server as follow:

a) MS Windows NT 4.0: Requires Service Pack 6a.
b) MS Windows 95/98/Me: Possible upgrades needed: Microsoft C runtime library (msvcrt.dll) v.6 or higher. Winsock 2 is required for all servers; it may need to be installed on Windows 95. For Firebird 1.5, C++ runtime library (msvcp60.dll or higher) is required.
c) MS Windows 2000 及 XP: MS Windows 2000 requires service pack 2 or higher version. Database should not have the .gdb file extension.
d) MS Windows 2003: Database should be on partitions that have VSS(volume shadowing) feature disabled.
e) Linux – Red Hat: v.7.1 or higher for Firebird 1.0.x, v.8.0 or higher for Firebird 1.5.
f) Linux – SuSE: v.7.2 or higher for Firebird 1.0.x, v.8.10 or higher fro Firebird 1.5.。
g) Linux – Mandrake: v.8.0 or higher fro Firebird 1.0.x, v.9.0 or higher for Firebird 1.5.
h) All Linuxen：Firebird 1.5 (server and client) requires glibc-2.2.5 or higher and a libstdc++.so linked from libstdc++-5.0 or higher.
i) Other OS: Refer to Firebird distribution kits for details.

31.2 Installation in MS Windows 32bit operating system

31.2.1 If Firebird/Interbase has been installed

Firebird's installer will try to detect if an existing version of Firebird or Interbase is installed and/or running. You must either STOP the current server and/or remove the currently installed version before continuing.

If the Firebird/Interbase server is running as an application, you can close the application directly.

If the Firebird/Interbase server is running as a service, you can stop the service via 'Control Panel | Services'.

If you want to uninstall Firebird, you can run [uninstall Firebird] in Firebird group in MS Windows's Start menu.

31.2.2 Other Considerations

a) Firebird Server - and any databases you create or connect to - must reside on a hard driver that is physically connected to host machine. You cannot locate components of the server, or and database, on a mapped drive, a filesystem share, or a network filesystem.

b) To install Firebird under MS Windows NT/2000/XP, you have to log into the operating system as Administrator.
c) If an existing, newer version of GDS32.DLL exists you will be prompted to overwrite it. It is recommended to answer YES if you are doing server install.
d) After the Firebird server was installed, you need to install Firebird client libraries in all computers which have GTC applications installed. To install Firebird client libraries, you can run Firebird's installer, and select [Minimum client install – no server – no tools] to install.
e) If there is old version of Firebird installed in the machine, the new version of Firebird will use the configuration of old version. For example, if the password of SYSDBA is 123 in old version, the password of SYSDBA in new version still is 123.
f) To make sure the operating system is most updated.

31.2.3 Microsoft Windows Sockets 2

Firebird requires Microsoft Windows Sockets 2 (Winsock 2). If you are using MS Windows 95, you can visit following linking to get more information for upgrading to Windows Sockets 2: http://support.microsoft.com/default.aspx?scid=kb;EN-US;q177719.

31.2.4 Installation Steps

To locate Firebird-x.x.x.xxxx-Win32.exe in Server directory in GTC's CD-ROM, and double click to run it. Firebird installation kit name should contain a dot-separated string of numbers in the following order: version number, release number, sub-release number. For example, Firebird-1.5.2.4732-Win32.exe:

a) Firebird: Firebird installation kit
b) 1.5.2: Version number, release number and sub-release number
c) 4732: Build number
d) Win32: Operating system platform

If you see following message, you need to stop or remove the old version of Firebird/Interbase first, before continue to install.

Setup
An existing Firebird 1.5 Server is running.
You must close the application or stop the service before continuing.
確定

Figure 31-1 Installer remind to stop Firebird server

If everything is ok, you can see the welcome screen:

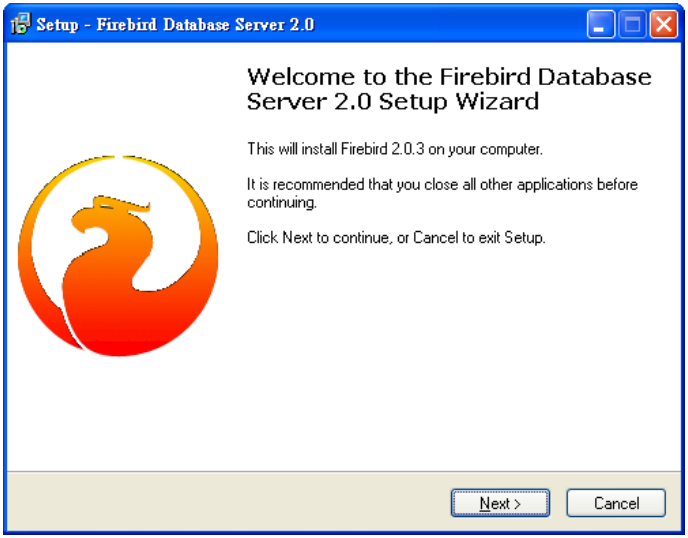

Setup - Firebird Database Server 2.0
Welcome to the Firebird Database Server 2.0 Setup Wizard
This will install Firebird 2.0.3 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

Figure 31-2 Welcome Screen

License Agreement will be displayed when you click [Next>] to continue. Please press [Yes] if License Agreement is accepted. Otherwise, press [No] to exit the installation.

Information for installing Firebird will be displayed. Click [Next>] to continue the installation.

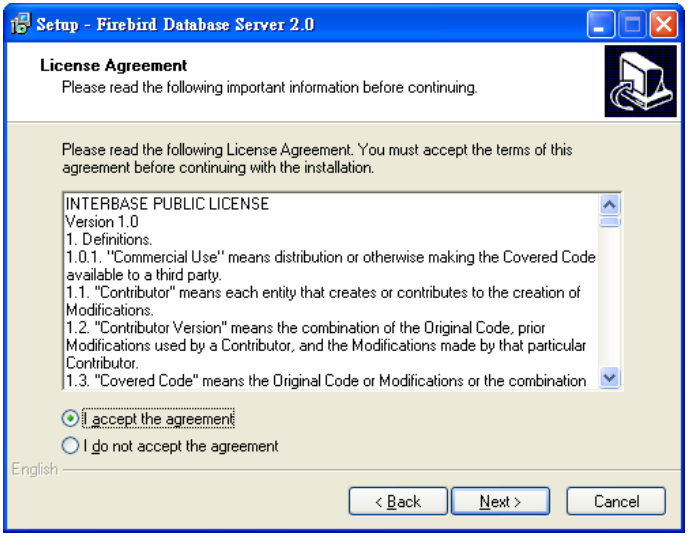

Setup - Firebird Database Server 2.0
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
INTERBASE PUBLIC LICENSE
Version 1.0
1. Definitions.
1.0.1. "Commercial Use" means distribution or otherwise making the Covered Code available to a third party.
1.1. "Contributor" means each entity that creates or contributes to the creation of Modifications.
1.2. "Contributor Version" means the combination of the Original Code, prior Modifications used by a Contributor, and the Modifications made by that particular Contributor.
1.3. "Covered Code" means the Original Code or Modifications or the combination
I accept the agreement
I do not accept the agreement
English
< Back
Next >
Cancel

Figure 31-3 License Agreement screen

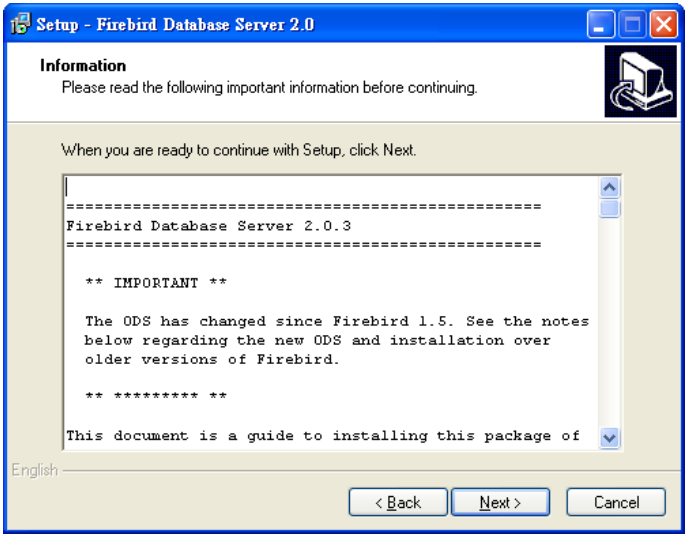

Setup - Firebird Database Server 2.0
Information
Please read the following important information before continuing.
When you are ready to continue with Setup, click Next.
==========
Firebird Database Server 2.0.3
==========
** IMPORTANT **
The ODS has changed since Firebird 1.5. See the notes below regarding the new ODS and installation over older versions of Firebird.
** ********* **
This document is a guide to installing this package of
English
< Back
Next >
Cancel

Figure 31-4 Information screen

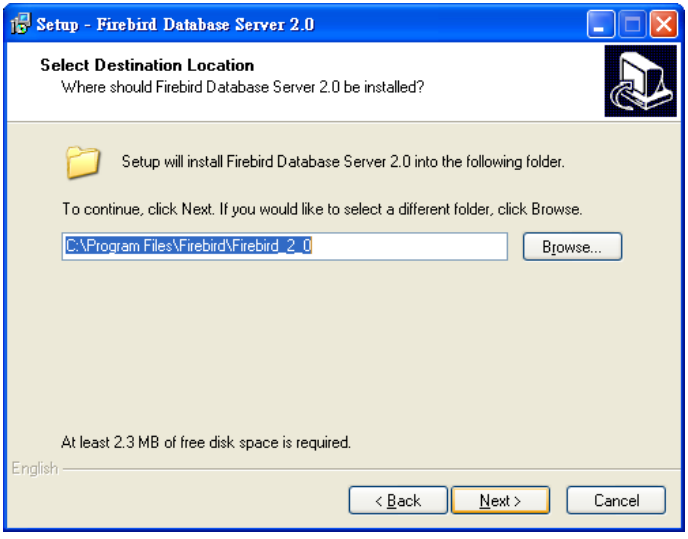

Setup - Firebird Database Server 2.0
Select Destination Location
Where should Firebird Database Server 2.0 be installed?
Setup will install Firebird Database Server 2.0 into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\Firebird\Firebird_2_0
Browse...
At least 2.3 MB of free disk space is required.
English
< Back
Next >
Cancel

Figure 31-5 Select Destination Location

Click [Browse] button to select the destination location. Press [Next>] to install Firebird to the default location.

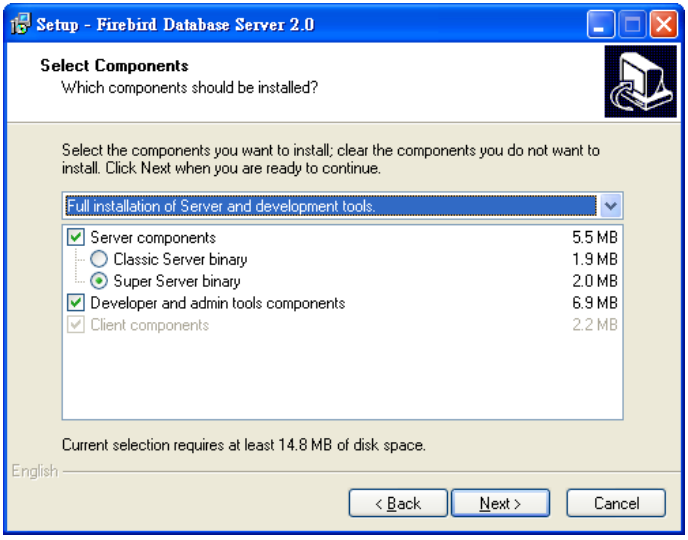

Setup - Firebird Database Server 2.0
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Full installation of Server and development tools
Server components 5.5 MB
Classic Server binary 1.9 MB
Super Server binary 2.0 MB
Developer and admin tools components 6.9 MB
Client components 2.2 MB
Current selection requires at least 14.8 MB of disk space.
English
< Back
Next >
Cancel

Figure 31-6 Select Components

Please select [Full installation of server and development tools] and [Super service binary] and [Next>] to continue.

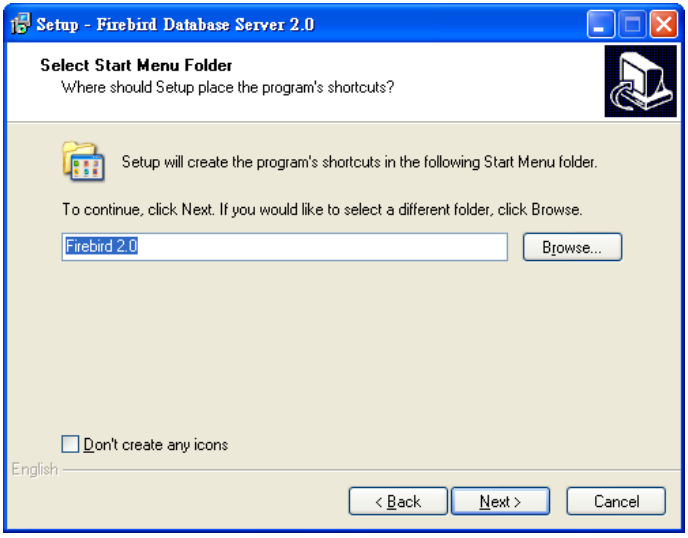

Setup - Firebird Database Server 2.0
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Firebird 2.0
Browse...
Don't create any icons
English
< Back
Next >
Cancel

Figure 31-7 Select Start Menu Folder

Please press [Next>] to continue. Setup will created the program's shortcuts in [Firebird_1_5] of Start Menu folder.

If your OS is NT/2000/XP Pro, there are some additional tasks. Please refer to the followings:

Use the Guardian to control the server

The Guardian is a program that can be used to start the Firebird Superserver and watch over it in case it crashes. If the server program crashes, Guardian tries to restart it. It's recommended when running Firebird Superserver as an application in a "noisy" network, e.g. in Windows networks where clients are connecting using TCP/IP or Named Pipes and the network is also used for file and device sharing.

On Windows 2000, XP and Server 2000, if you set up the services to restart automatically, you don't need Guardian.

Run Firebird server as: Run as an Application or Run as a Service

Select [Run as an Application], Firebird server will run as an application after a MS Windows user logged into Windows.

Select [Run as a Service], Firebird server will run as a service. It will run at background after MS Windows is started.

Start Firebird automatically every you boot up?

Whether runs Firebird server at MS Windows is started.

Copy Firebird client library to <system> directory?

If you have one Firebird server in this machine, please check this option. The installer will copy Firebird client library into MS Windows System or System31 directory.

Generate Client library as GDS31.DLL for legacy application support?

The name of Firebird client library file is fbclient.dll. For compatible reason, you need check this option, installer will generate client library as gds31.dll.

Install Control Panel Applet?

This option will install Firebird Control Applet into MS Window's Control Panel. Firebird's Control Panel Applet has following's functions:

a) Stop or start Server
b) Showing Firebird' version number
c) Change the Run option: [Run as a Service] or [Run as an Application]
d) Change the Start option: [Automatically] or [Manually]

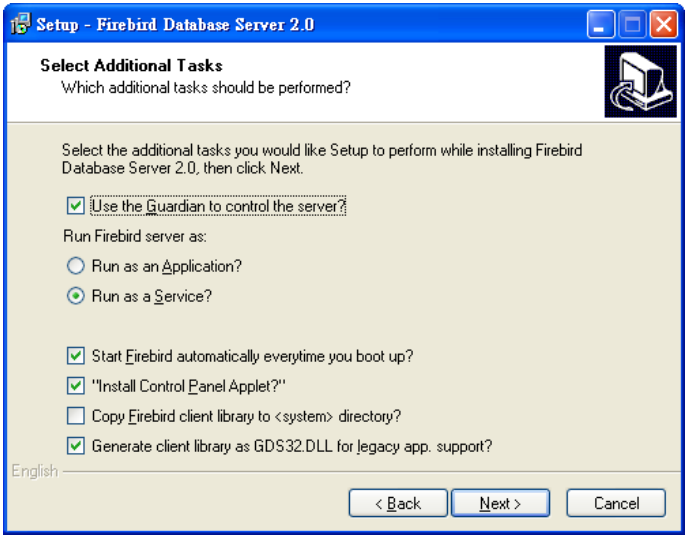

Setup - Firebird Database Server 2.0
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Firebird Database Server 2.0, then click Next.
Use the Guardian to control the server?
Run Firebird server as:
Run as an Application?
Run as a Service?
Start Firebird automatically everytime you boot up?
"Install Control Panel Applet?"
Copy Firebird client library to <system> directory?
Generate client library as GDS32.DLL for legacy app. support?
English
< Back
Next >
Cancel

Figure 31-8 Select Additional Tasks

All settings will be displayed for your checking when [Next>] button be pressed.

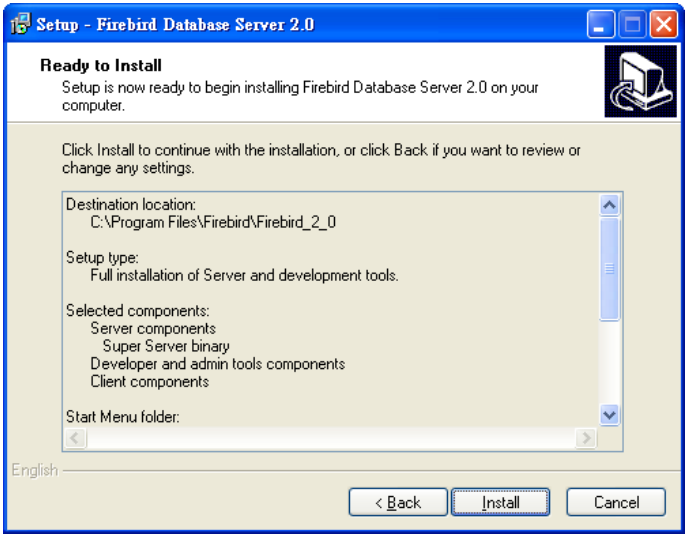

Setup - Firebird Database Server 2.0
Ready to Install
Setup is now ready to begin installing Firebird Database Server 2.0 on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\Firebird\Firebird_2_0
Setup type:
Full installation of Server and development tools.
Selected components:
Server components
Super Server binary
Developer and admin tools components
Client components
Start Menu folder:
English
< Back
Install
Cancel

Figure 31-9 Ready to install

Click [Install>] to continue with the installation, or click [<Back] if you want to review or change any settings. Setup will install Firebird Database on your computer. Process bar will be shown during the installation. The following information about Firebird will be displayed.

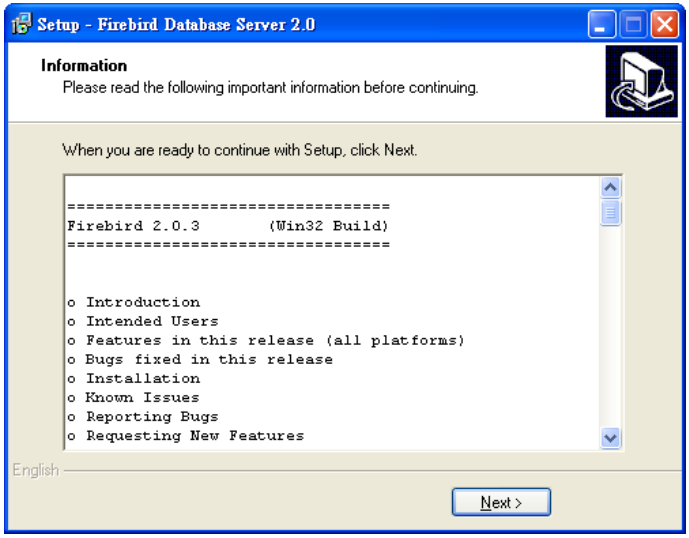


Figure 31-10 Firebird's detail information

Finish screen will be shown when you click [Next>]. Finally, press [Finish] to finish the Setup.

31.3 Install Firebird server under Unix/Linux

31.3.1 Prepare the installation

The requirements for installing Firebird server under Unix/Linux:

a) You will need to be root user to install Firebird.
b) You will need to add localhost to your /ect/hosts.equiv file.
c) If there is a remote machine to access the database, you need to add the remote machine name into /ect/hosts.equiv file.

31.3.2 Installation Steps

a) Linux rpm

```
rpm -Uvh FirebirdSS-1.x.x-nnn.i386.rpm
```

b) Linux .tar.gz

```
tar -xzf FirebirdSS-1.x.x-nnn.tar.gz
cd install
./install.sh
```

31.3.3 Installer will do:

The Linux installations will
a) Attempt to to stop any currently running Firebird server
b) If a previous installation of Firebird exists, then it and any associated file will be subsequently deleted.
c) Install Firebird server into /opt/firebird (v.1.0r: /opt/interbase), and libraries into /usr/lib and header file into /usr/include.
d) Automatically add gds_db for port 3050 to /ect/services
e) Automatically add localhost.localdomain and HOSTNAME to /etc/ host.equiv
f) Installs Firebird server startup script into /etc/rc.d/init.d/firebird and a new rcfirebird link is created in /usr/bin for the init.d script.
g) On SuSE Linux, installer will create a Firebird entry in /etc/rc.config.

By default, Firebird should start automatically in runlevel 3 and 5.

31.4 Key points about Firebird/Interbase

31.4.1 Data Directory

After the Firebird/Interbase was installed, you need to decide the location to store data file. i.e.:c:\gtc\gbs50i\data. This location must reside on a hard driver that is physically connected to host machine. You cannot locate components of the Firebird server, or and database, on a mapped drive, a filesystem share, or a network filesystem.

On MS Windows platform, you have to assign the rights of read, write, modify of data directory to the user who running the service of Firebird server. You can run the Firebird server service under a designed user account (e.g.: firebird). The default practice – running the service as the LocalSystem user poses a security risk if your system is connected to the internet.

You do not need to allow user to browse the data directory. So that, user cannot copy or modify the database file directly.

31.4.2 Default user name and password of Firebird/Interbase

The default user name of Firebird/Interbase is SYSDBA, the password is masterkey (actually, masterke: characters after the eighth are ignored). In Firebird v.1.5 or newer version is installing on Linux, Firebird's installer will generate a random SYSBDA password and store that in /opt/firebird/SYSDBA.password. For security reason, you should change SYSDBA's password immediately using the gesc command-line utility. The method of changing the password as following:

Under MS Windows NT/2000/XP/Vista/7 platform
a) User is logged into the operating system as Administrator
b) Click [Start] button in MS Windows, select [Run…] and input CMD to run Command

Shell

c) Use CD command to change current directory to Firebird/Interbase's bin directory, i.e.: cd\Program Files\Firebird\bin
d) Type the following on Windows, treating it as case-sensitive:
gsec –user sysdba –password masterkey
(remark: sysdba is default user; masterkey is default password of sysdba)
e) You should now see the shell prompt for the gsec utility:
GSEC>
f) Type this command:
modify sysdba –pw newpassw
(remark: newpassw is the new password)
g) Press Enter. The new password *newpasw* is now encrypted and saved, and *masterkey* is no longer valid.
h) Type [quit] and press [Enter] to quit the gsec shell
i) Type [exit] and press [Enter] to MS Windows's command shell

Under Unix/Linux platform

a) User is logged into the operating system as root
b) Open Command Shell
c) Use cddir command to change directory into Firebird's bin directory, i.e.:cddir /opt/Firebird/bin
d) Type this command:
gsec –user sysdba –password masterkey
(remark: sysdba is default user; masterkey is default password of sysdba)
e) You should now see the shell prompt for the gsec utility:
GSEC>
f) Type this command:
modify sysdba –pw newpassw
(remark: newpassw is the new password)
g) Press Enter. The new password *newpasw* is now encrypted and saved, and *masterkey* is no longer valid.
h) Type [quit] and press [Enter] to quit the gsec shell
j) Quit from command shell

*Note: Firebird/Interbase ignores all characters in a password pass the eighth character, newpassw will works, as will newpassword.

The Firebird kit does not come with a GUI admin tool. There are excellent GUI tools available for use with a Windows or Linux client. For a list of the better-known admin tools for Firebird, visit http://www.ibphoenix.com .

If you changed password of SYSDBA or add a new user in Firebird, you have to fill the user and password information in GTC Multi-Company Controls System.

Note: Glorious Technology Co., Ltd. and its reseller have not responsibility to support Firebird/Interbase.

31.4.3 Firewall

The Firebird client might fail to connect the server if the database server is behind a software or hardware firewall that blocks port 3050. By default, a Firebird server listens on port 3050 for TCP/IP connection requests from clients. Its registered port service name is gds_db. You have to configure the firewall setting to allow communication at port 3050.

You can use a different port, a different port service name, or both. You might need to do this if port 3050 is required for another service. There are several ways to override the defaults. Both the server and the clients must be configured to override the port service name or number, or both. For detail information, you can refer to the user manual of Firebird.

Chapter 32 Appendix

32.1 How to enhance the performance of GTC Applications

The speed of CPU and the size of RAM is the most important factors to affect the performance of GTC Application. Normally, the faster speed of CPU can be, the higher performance of GTC Application can be. However, data communication is very frequent when GTC Application executed. Therefore, the performance of Hard disk is more important than the speed of CPU. At least 16MB RAM is required for GTC Application, exclusive the requirement of Operating System.

To improve the method of data communication, please refer to the followings:

1. Anti Virus applications

Anti Virus applications will automatically scan all files when GTC Application reads or writes the data each time. Therefore, the performance of GTC Application will be affected. Please close Anti Virus applications temporarily or exclude the database files (*.fdb) from scan lists.

2. The speed of Hard Disk

Normally, the faster speed of Hard Disk, the higher performance of GTC Application. Please choose a higher speed of Hard Disk to enhance the performance of GTC Application. Regular maintenance of Hard Disk is definitely important.

3. The speed of network

If the data is placed in server and will be shared in the network, the speed of network is an important factor to the performance of GTC Application. Please seek for advises from your System Administrator or network vendor. There are suggestions:
a) Faster network card: using 10/100/1000MB network card
b) Faster HUB: If possible, please choose switch that is better than HUB.
c) Quality of network card and switch: Data communication relies on the quality of network card and switch. There may be communication errors or even damage on data caused from bad quality of network card and switch.
d) Qualified network accessories: There is an international standard of different network. For example, Ethernet 1000MB network requires the network accessories with Cat. 5 or higher standard.

32.2 Notes to send reports by e-mail

32.2.1 The requirement for email software

GTC application uses default email software of Operating System to send reports by e-mail. In order to use the email feature, your email software must be MAPI compliant. For example, MS Outlook and MS Outlook Express are MAPI compliant. Please contact the vendor of your email software to obtain more information about MAPI

compliance. If you want to check your email software that is default email software of Operating System, please go to [Internet Options] in Control Panel.

32.2.2 Network cabling and email account

To send out an email, please set up network cabling and open an email account firstly. Otherwise, the email will be placed in [Out Box].

32.2.3 Not send out immediately

If the email cannot send out immediately, please check the following:

a) Whether the network cabling is connected.
b) Whether your email software can send and receive an email. Try to send an email to yourself. If you cannot receive the email, please check the setting of network cabling and your email account.
c) For MS Outlook Express, please tick [Send Message Immediately] in [Tools]/ [Options] / [Send]. For MS Outlook, please tick [Send Message Immediately] in [Tools]/ [Options] / [Send].

32.3 Questions and Answers

32.3.1 What is the default user ID and password?

The default user ID and password is SUPERVISOR and PASSWORD respectively.

32.3.2 Does GTC support to display and record different countries' characters simultaneously?

Yes. From version 5.0, GTC adopts Unicode (UTF8) standard. GTC supports all Unicode standard characters, e.g. Traditional Chinese, Simplified Chinese, Japanese, Thai, etc., provided that your MS Windows supports to display and input by Unicode characters.
GTC uses Arial as the default font. If some characters displayed by a square happened, it is just because Arial doesn't support this character. Please follow the below steps to change the form:
1. Open gbs5.ini under the installation folder of GTC.
2. Insert a new line under [Common]. Type "Font=" + the name of the form. For example:

```
[Common]
Font=Tahoma
```

If Font=Default is used, the default form of MS Windows will be applied. For MS Windows 7, the default form is Tahoma.

32.3.3 Why the word of '3' in traditional Chinese can't be displayed and printed or Hong Kong characters become question mark when Chinese characters input in GTC applications?

Please download and install Hong Kong Supplementary Character Set to solve the problem from: http://www.microsoft.com/hk/hkscs/default.asp

32.3.4 Why only part of the voucher or invoice (in the format of Computer Form) can be printed on the left side?

It is because your printer driver can't support custom paper size. Most default drivers of MS Windows doesn't support custom paper size. Please refer to the following solutions:

a) The best solution is to ask your printer vendor for the driver supporting custom paper size.
b) Change the paper size to the one your printer driver supported, such as A4.
c) Create a new format. It is applicable to MS Windows 2000, XP, Vista and 7.
i) click **Control Panel -> Printers and Faxes**, select the printer by mouse
ii) In the printer windows, choose **File -> Server Properties** to create new paper size
iii) Set a form name, check the box for **Create a new form**, input paper size, click Save
iv) Click the OK button when finished
v) Select this new format in Report Designer

32.3.5 Why there is no response when the reports printed by multifunction printer?

It is because the driver of these multifunction printers don't support Letter Size paper. Please change Paper Size to A4 in General page of [System Setup].